



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SEP 09 2021

DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/08/2021 Current Slot No.: 0007  
 Department Name: DA'S OFFICE Current Position Title: ATTORNEY III  
 Department No.: 080-013 (CIVIL LIT.) Requested Position Title: -

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>DELETE</u>
SALARY REQUEST:	<u>\$ 69,500.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 69,500.00</u> Net Change		
SALARY REQUEST:	<u>\$ 900.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 900.00</u> Net Change		AUTO ALLOWANCE
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 70,400.00</u>				

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment         | <input type="checkbox"/> Other               | <u>N/A</u>   |

- POSITION TYPE:**  Full Time Regular Object Code 113     Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121     Part Time Temporary Object Code 122

- CIVIL SERVICE:**  Exempt    **FLSA:**  Exempt  
 Non-Exempt     Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

HIGHER LEVEL POSITION NEEDED AT THIS TIME.

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*Rosalinda Cantu*

Department Head

09/08/2021

Date

*[Signature]*

Department of Human Resources

9/17/21

Date

*[Signature]*

Department of Budget & Management

09/17/2021

Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM



**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/08/2021 Current Slot No.: TBD-0018  
 Department Name: DA'S OFFICE Current Position Title: -  
 Department No.: 080-013 (CIVIL LIT.) Requested Position Title: ATTORNEY IV

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 81,065.00	\$ 81,065.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 2,000.00	\$ 2,000.00	AUTO ALLOWANCE
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 83,065.00			

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other will require prorated funding \_\_\_\_\_

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

SEE ATTACHED.

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Rosalinda Cantu  
 Department Head

09/09/2021  
 Date

[Signature]  
 Department of Human Resources

9/17/21  
 Date

[Signature]  
 Department of Budget & Management

09/17/2021  
 Date

**PAR Form- Continued**

Personnel Action- Create Position

District Attorney's Office

Attorney IV

DA- Civil Litigation, Program 013

Slot -TBD

Commissioners Court 09/21/2021

Effective Date: Upon Commissioners Court Approval

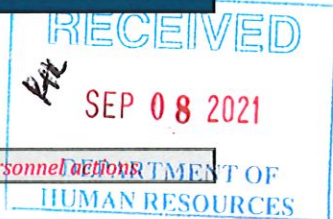
**JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)***

The Honorable District Attorney, Mr. Ricardo Rodriguez, Jr., has the need for an Attorney IV to be assigned to the Civil Litigation Division wherein prosecutorial duties and responsibilities are of a higher complexity, rigor and specialized skill. The Civil Litigation Division handles all legal matters on behalf of the County of Hidalgo including litigation and acts as general counsel to the County, the Commissioners Court and all elected offices and departments. The Attorney IV position for the Civil Litigation Division requires a minimum of ten (10) years of experience in the legal profession (post-graduation), as well as a minimum of seven (7) plus years specializing in actual litigation.



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES



### PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/02/2021 Current Slot No.: 0115  
 Department Name: DA'S OFFICE Current Position Title: ADMINISTRATIVE ASSISTANT I  
 Department No.: 080-002 (CRIM DA) Requested Position Title: -

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

<b>SALARY REQUEST:</b>	<u>\$ 27,375.00</u>	<u>\$ 0.00</u>	<u>-\$ 27,375.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 27,375.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

- Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Salary Adjustment                       Other N/A

- POSITION TYPE:**  Full Time Regular Object Code 113       Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121       Part Time Temporary Object Code 122

- CIVIL SERVICE:**  Exempt      **FLSA:**  Exempt  
 Non-Exempt                                       Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

HIGHER LEVEL POSITION NEEDED AT THIS TIME.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rosalinda Cantu  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

09/02/2021  
 Date

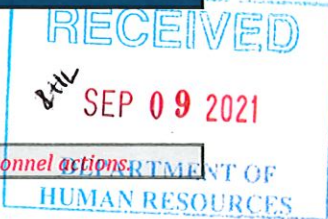
9/17/21  
 Date

09/12/2021  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES



### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/08/2021 Current Slot No.: TBD-0203  
 Department Name: DA'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 080-002 (CRIM DA) Requested Position Title: ADMINISTRATIVE ASSISTANT II Assistant II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 29,807.00</u> Proposed Budgeted Amount	<u>\$ 29,807.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 29,807.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_ will require prorated funding

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** (Explain why position or adjustment request is essential)

SEE ATTACHED.

Rosalinda Cantu  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

09/08/2021  
 Date

09/12/2021  
 Date

**PAR Form- Continued**

Personnel Action- Create Position

District Attorney's Office

Administrative Assistant II

Crim DA, Program 002

Slot -TBD

Commissioners Court 09/21/2021

Effective Date: Upon Commissioners Court Approval

**JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)***

The Honorable District Attorney, Mr. Ricardo Rodriguez, Jr., has the need for an administrative assistant II position to be assigned to the Administration Division wherein the duties and responsibilities require routine administrative support that involves employee to work under moderate supervision with a latitude for use of initiative and independent judgment; may train others. An Administrative Assistant II grade 6 position is needed to commensurate with experience and required qualifications.