



# 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: 04/11/2022 Current Slot No.: 0008  
 Department Name: Public Defender Current Position Title: Public Defender II  
 Department No.: 085-003 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 59,585.00</u>	<u>\$ 0.00</u>	<u>-\$ 59,585.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 59,585.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)**

The office plan will require attorneys with more experience and skills who can manage a larger workload. Additionally, the current pay rate for PDII has proven not to be competitive enough in today's job market to attract any applicants.

Larry Esparza  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

04/12/2022  
 Date  
4/27/22  
 Date  
4/28/22  
 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: 04/11/2022 Current Slot No.: 0018  
 Department Name: Public Defender Current Position Title: Public Defender II  
 Department No.: 085-003 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 59,585.00</u>	<u>\$ 0.00</u>	<u>-\$ 59,585.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 59,585.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

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:**

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

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

The office plan will require attorneys with more experience and skills who can manage a larger workload. Additionally, the current pay rate for PDII has proven not to be competitive enough in today's job market to attract any applicants.

Larry Esparza  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

04/12/2022  
Date

4/27/22  
Date

4/28/22  
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: 04/11/2022 Current Slot No.: 0019 / A003  
 Department Name: Public Defender Current Position Title: Public Defender II  
 Department No.: 085-003 / 085-019 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 61,670.00</u>	<u>\$ 0.00</u>	<u>-\$ 61,670.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>26</i> <b>SALARY REQUEST:</b>	<u>\$ 1,500.00</u>	<u>\$ 0.00</u>	<u>-\$ 1,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 63,170.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

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:**

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

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

The office plan will require attorneys with more experience and skills who can manage a larger workload. Additionally, the current pay rate for PDII has proven not to be competitive enough in today's job market to attract any applicants.

Larry Esparza  
Department Head

04/12/2022  
Date

[Signature]  
Department of Human Resources

4/27/22  
Date

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Department of Budget & Management

4/28/22  
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: 04/11/2022 Current Slot No.: 0026  
 Department Name: Public Defender Current Position Title: \_\_\_\_\_  
 Department No.: 085-003 Requested Position Title: Public Defender III

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

	\$ 0.00	\$ 69,500.00	\$ 69,500.00
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance</i>	<i>\$0.00</i>	<i>\$1,500.00</i>	<i>\$1,500.00</i>
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>

TOTAL BUDGETARY IMPACT: ~~\$ 69,500.00~~ *\$71,000.00*

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

- Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

- 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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)**

The office plan will require attorneys with more experience and skills who can manage a larger workload. Additionally, the current pay rate for PDII has proven not to be competitive enough in today's job market to attract any applicants.

Larry Esparza  
 Department Head  
[Signature]  
 Department of Human Resources  
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 Department of Budget & Management

04/12/2022  
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4/27/22  
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4/28/22  
 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: 04/11/2022 Current Slot No.: 0027  
 Department Name: Public Defender Current Position Title: \_\_\_\_\_  
 Department No.: 085-003 Requested Position Title: Public Defender III

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 69,500.00	\$ 69,500.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Auto Allowance</i>	<i>\$0.00</i>	<i>\$1,500.00</i>	<i>\$1,500.00</i>	<i>28</i>
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 69,500.00</del>	<i>\$ 70,000.00</i>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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:**

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

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

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Larry Esparza  
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