



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 05/20/2022 Current Slot No.: 0027  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY III  
 Department No.: 080-002 Requested Position Title: ASSIST. DISTRICT ATTORNEY III

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

ALLOWANCE AMOUNT:	<u>\$ 10,501.00</u>	<u>\$ 0.00</u>	<u>-\$ 10,501.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 10,501.00

**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    FLSA:  Exempt  
 Non-Exempt     Non-Exempt

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

SUPPLEMENTAL PAY WILL BE TRANSFERRED TO THE EMPLOYEE'S NEW SLOT  
NUMBER 080-002-0029.

**COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)**

\_\_\_\_\_  
 \_\_\_\_\_

Rosalinda Cantu  
 Department Head

05/23/2022  
 Date

[Signature]  
 Department of Human Resources

5/27/22  
 Date

[Signature]  
 Department of Budget & Management

5/27/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 05/20/2022 Current Slot No.: 0029  
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY V  
 Department No.: 080-002 Requested Position Title: ASSIST. DISTRICT ATTORNEY V

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 10,501.00</u>	<u>\$ 10,501.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 10,501.00

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

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other FROM SLOT 080-002-0027

**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

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

PLEASE SEE ATTACHED.

**COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)**

\_\_\_\_\_  
 \_\_\_\_\_

Rosalinda Cantu  
 Department Head

05/23/2022  
 Date

[Signature]  
 Department of Human Resources

5/27/22  
 Date

[Signature]  
 Department of Budget & Management

5/27/22  
 Date

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

The Assistant District Attorney (ADA) currently earning this supplemental pay has been transferred to a new slot number. The employee will continue to be responsible for the Assisted Outpatient Treatment (AOT) program and will continue to provide services as a member of the treatment program. The responsibilities will remain and the ADA will continue to assist with identifying individuals that may have mental illness and/ or co-occurring substance abuse disorders that could be subject to criminal prosecution and in lieu of incarceration or further prosecution refer these individuals to community based behavioral health services. The ADA will be supervising mental health related prosecution cases at the Misdemeanor and Felony level.



# 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: 05/23/2022 Current Slot No.: 0031 & 0025  
 Department Name: DA'S OFFICE Current Position Title: Assistant ASST. DISTRICT ATTORNEY III  
 Department No.: 080-002/ 080-015 Requested Position Title: -

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

<u>080-002</u>	SALARY REQUEST:	\$ <u>64,281.00</u> <sup>2</sup>	\$ 0.00	-\$ <u>64,281.00</u> <sup>2</sup>
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>080-015</u>	SALARY REQUEST:	\$ <u>5,219.00</u> <sup>8</sup>	\$ 0.00	-\$ <u>5,219.00</u> <sup>8</sup>
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 69,500.00 -2,400.00 080-002 (-\$900) Auto

**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>		
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

POSITION IS NEEDED AT HIGHER GRADE LEVEL TO COMMENSURATE WITH EXPERIENCE.

Rosalinda Carfi  
Department Head

05/23/2022  
Date

[Signature]  
Department of Human Resources

5/27/22  
Date

[Signature]  
Department of Budget & Management

5/27/22  
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: 05/23/2022 Current Slot No.: 0171  
 Department Name: DA'S OFFICE Current Position Title: ASST. DISTRICT ATTORNEY III  
 Department No.: 080-002 Requested Position Title: -

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

080-002 SALARY REQUEST: \$ 71,933.00 \$ 0.00 -\$ 71,933.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change  
 SALARY REQUEST: \$ 900.00 \$ 0.00 -\$ 900.00 (Auto)  
 Current Budgeted Amount Proposed Budgeted Amount Net Change  
**TOTAL BUDGETARY IMPACT: - \$ 72,833.00**

**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:**

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)**  
 POSITION IS NEEDED AT HIGHER GRADE LEVEL TO COMMENSURATE WITH EXPERIENCE.

Rosacinda Cantu  
 Department Head

05/23/2022  
 Date

[Signature]  
 Department of Human Resources

5/27/22  
 Date

[Signature]  
 Department of Budget & Management

5/27/22  
 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: 05/23/2022 Current Slot No.: 0219/0041 28  
 Department Name: DA'S OFFICE Current Position Title: Assistant  
 Department No.: 080-002/ 080-015 Requested Position Title: ASST. DISTRICT ATTORNEY IV

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

<u>080-002</u>	SALARY REQUEST:	\$ 0.00	\$ 74,977.00	\$ 74,977.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>080-015</u>	SALARY REQUEST:	\$ 0.00	\$ 6,088.00	\$ 6,088.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>		\$ 81,065.00		

080-002 + \$900 (Auto)

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other PARTIALLY BEING FUNDED W/ DELETION

**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)*

POSITION IS NECESSARY AT GRADE 19 TO COMMENSURATE WITH EXPERIENCE WHEN FILLING VACANCY. THE POSITION IS ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda Campi  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

05/23/2022  
Date

5/27/22  
Date

5/27/22  
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: 05/23/2022 Current Slot No.: TBD 0220  
 Department Name: DA'S OFFICE Current Position Title: ASST. DISTRICT ATTORNEY IV 286  
 Department No.: 080-002 Requested Position Title: ASST. DISTRICT 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	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 81,965.00

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other PARTIALLY BEING FUNDED W/ DELETION

**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)**

POSITION IS NECESSARY AT GRADE 19 TO COMMENSURATE WITH EXPERIENCE WHEN FILLING VACANCY. THE POSITION IS ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda Campi  
Department Head

05/23/2022  
Date

[Signature]  
Department of Human Resources

5/27/22  
Date

[Signature]  
Department of Budget & Management

5/27/22  
Date