



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: 07/15/22 Current Slot No.: TBD 0001
 Department Name: Hidalgo County Public Defender's Office Current Position Title: _____
 Department No.: 085 / 005 Requested Position Title: PUBLIC DEFENDER III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	\$69,500	+ \$69,500.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<small>AUTO ALLOWANCE</small>	
SALARY REQUEST:	\$1,500	+ \$1,500.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$71,000

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TIDC - MHDC Grant

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)

Acceptance of Texas Indigent Defense Commission (TIDC) Grant, for a Public Defender III position that was approved by Commissioners Court on 07/12/2022. The grant funds a mental health unit from 7/1/22 - 6/30/24.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

7-18-2022
Date

7/20/22
Date

7-21-22
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: 07/15/22 Current Slot No.: FBD 0002
 Department Name: Hidalgo County Public Defender's Office Current Position Title: _____
 Department No.: 085 / 005 Requested Position Title: SOCIAL WORKER

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	\$47,300.00	0 <u>\$47,300.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<small>AUTO ALLOWANCE</small>	
SALARY REQUEST:	\$1,500	0 <u>\$1,500.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$48,800

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TIDC + MHE Grant

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)

Acceptance of Texas Indigent Defense Commission (TIDC) Grant, for a Social Worker position that was approved by Commissioners Court on 07/12/2022. The grant funds a mental health unit from 7/1/22-6/30/24.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

7-18-2022
Date

7/20/22
Date

7-21-22
Date