



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: 08/04/2022 Current Slot No.: 0005
 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

| | | | |
|--------------------------------|--|--|------------------------------------|
| SALARY REQUEST: | <u>\$ 61,670.00</u> Current Budgeted Amount | <u>\$ 0.00</u> Proposed Budgeted Amount | <u>-\$ 61,670.00</u> Net Change |
| SALARY REQUEST: | _____ | _____ | <u>\$ 0.00</u> Net Change |
| TOTAL BUDGETARY IMPACT: | <u>-\$ 61,670.00</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 _____ | | 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 no longer needed.

Larry Esparza
 Department Head
[Signature]
 Department of Human Resources

08/04/2022
 Date
8/4/22
 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: 08/04/2022 Current Slot No.: 0006
 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

| | | | |
|--------------------------------|--|--|------------------------------------|
| SALARY REQUEST: | <u>\$ 66,062.00</u> Current Budgeted Amount | <u>\$ 0.00</u> Proposed Budgeted Amount | <u>-\$ 66,062.00</u> Net Change |
| SALARY REQUEST: | _____ Current Budgeted Amount | _____ Proposed Budgeted Amount | <u>\$ 0.00</u> Net Change |
| TOTAL BUDGETARY IMPACT: | <u>-\$ 66,062.00</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 _____ | | 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 no longer needed.

Larry Esparza
 Department Head
[Signature]
 Department of Human Resources

08/04/2022
 Date
8/4/22
 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: 08/03/2022 Current Slot No.: 0020
 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

| | | | |
|--------------------------------|-------------------------|--------------------------|----------------------|
| SALARY REQUEST: | <u>\$ 61,670.00</u> | <u>\$ 0.00</u> | <u>-\$ 61,670.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | _____ | _____ | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>-\$ 61,670.00</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 _____ | | 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 no longer needed.

 Department Head

 Department of Human Resources

8-4-2022

 Date
8/4/22

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS PROFESSIONAL

As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.

Date: 8/4/2022 Discretionary Step: Step 2 Step 3 Step 4 Other: Step 6

Employee Name: James M. Sahadi Department Name: Public Defender's

Position Title: Attorney Slot No.: 0001

Dept./Prg. #: 085-003 Effective Date: 08/15/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: Bachelor's Masters Other: JD

Experience: 0 years 1 year 3 years 5 years 7 years 9 or more years

Certificates/Licenses: Law Lic

JUSTIFICATION FOR STEP INCREASE:

Education: Bachelor's Masters Other: _____

Experience: 1 year 2 years 3 years 4 years 5 years
 6 years 7 years 8 years 9 or more years

Certificates/Licenses: JD

REQUIREMENTS:
Step 2 - Exceed minimum by 2 yrs. Step 3 - Exceed minimum by 3 yrs. Step 4 - Exceed minimum by 4 yrs. or more

JUSTIFICATION:
Increase workload and responsibilities

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.


 Elected Official Signature 8/04/2022
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS PROFESSIONAL

As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.

Date: 8/04/2022 Discretionary Step: Step 2 Step 3 Step 4 Other: Step 6

Employee Name: Teodulo Lopez Department Name: Public Defender's

Position Title: Attorney Slot No.: 0004

Dept./Prg. #: 085-003 Effective Date: 08/15/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: Bachelor's Masters Other: JD

Experience: 0 years 1 year 3 years 5 years 7 years 9 or more years

Certificates/Licenses: Law Lic

JUSTIFICATION FOR STEP INCREASE:

Education: Bachelor's Masters Other: _____


Experience: 1 year 2 years 3 years 4 years 5 years
 6 years 7 years 8 years 9 or more years

Certificates/Licenses: JD

REQUIREMENTS:
Step 2 - Exceed minimum by 2 yrs. Step 3 - Exceed minimum by 3 yrs. Step 4 - Exceed minimum by 4 yrs. or more

JUSTIFICATION:
Increase workload and responsibilities

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.

 _____ Date: 08/04/2022
 Elected Official Signature



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS PROFESSIONAL

As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.

Date: 8/4/2022 Discretionary Step: Step 2 Step 3 Step 4 Other: Step 6

Employee Name: Alejandro Aguirre Montelongo Department Name: Public Defender's

Position Title: Attorney Slot No.: 0012

Dept./Prg. #: 085-003 Effective Date: 08/15/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: Bachelor's Masters Other: JD

Experience: 0 years 1 year 3 years 5 years 7 years 9 or more years

Certificates/Licenses: Law Lic

JUSTIFICATION FOR STEP INCREASE:

Education: Bachelor's Masters Other: _____

Experience: 1 year 2 years 3 years 4 years 5 years
 6 years 7 years 8 years 9 or more years

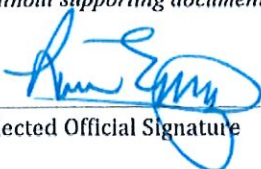
Certificates/Licenses: JD

REQUIREMENTS:
Step 2 - Exceed minimum by 2 yrs. **Step 3** - Exceed minimum by 3 yrs. **Step 4** - Exceed minimum by 4 yrs. or more

JUSTIFICATION:

Increase workload and responsibilities

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.


 Elected Official Signature

8/04/2022
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS PROFESSIONAL

As per Section 8.03 (2) of the CCP Policies, Professional positions include Registered Nurses, Engineers, Attorneys and Grade 20 & 21 positions only.

Date: 8/4/2022 Discretionary Step: Step 2 Step 3 Step 4 Other: Step 4

Employee Name: Jose Daniel Ozuna Department Name: Public Defender's

Position Title: Attorney Slot No.: 0023

Dept./Prg. #: 085-003 Effective Date: 08/15/2022
(Next full pay period)

POSITION REQUIREMENTS:

Education: Bachelor's Masters Other: JD

Experience: 0 years 1 year 3 years 5 years 7 years 9 or more years

Certificates/Licenses: Law Lic

JUSTIFICATION FOR STEP INCREASE:

Education: Bachelor's Masters Other: _____

Experience: 1 year 2 years 3 years 4 years 5 years
 6 years 7 years 8 years 9 or more years

Certificates/Licenses: JD

REQUIREMENTS:
Step 2 - Exceed minimum by 2 yrs. Step 3 - Exceed minimum by 3 yrs. Step 4 - Exceed minimum by 4 yrs. or more

JUSTIFICATION:
Increase workload and responsibilities

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.


 Elected Official Signature

8/04/2022
 Date