



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: 08/17/2022 Current Slot No.: 0041, 0032
 Department Name: DA'S OFFICE Current Position Title: ASST. DISTRICT ATTORNEY III
 Department No.: 080-002/ 080-015 Requested Position Title: _____

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

Auto Allowance (Crim DA)
 SALARY REQUEST: \$62,787.00 Current Budgeted Amount OZA Proposed Budgeted Amount \$0.00 Net Change \$62,787.00 *OZA*
 SALARY REQUEST: \$14,720.00 Current Budgeted Amount Proposed Budgeted Amount \$0.00 Net Change \$14,720.00
 TOTAL BUDGETARY IMPACT: \$77,507.00 (include Auto Allowance - \$900.00) \$78,407.00 *OZA*

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TO FUND NEW POSITION: SLOT 0221

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.

Rosalinda Cantu Department Head Date 08/17/2022
[Signature] Department of Human Resources Date 8/18/22



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: 08/17/2022 Current Slot No.: 0047
 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

SALARY REQUEST:	<u>\$74,451.00</u>	<u>\$ 0.00</u>	<u>\$74,451.00</u>
<i>Auto Allowance</i>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 900.00</u>	<u>\$ 0.00</u>	<u>\$900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: _____

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TO FUND NEW POSITION: SLOT 0222

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.

Rosalinda Cantu 08/17/2022
 Department Head Date
[Signature] 8/18/22
 Department of Human Resources 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: 08/17/2022 Current Slot No.: 0221, 0042, 0183
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002/ 080-015/ 080-007 Requested Position Title: ASST. DISTRICT ATTORNEY IV

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

SALARY REQUEST:	\$ 0.00	\$ 81,065.00	\$ 81,065.00
<i>Auto Allowance</i>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 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 FUNDED W/DELETION SLOT NO. 0041/0032

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.

Rosaleida Cantu
 Department Head

 Department of Human Resources

08/17/2022
 Date
08/18/22
 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: 08/17/2022 Current Slot No.: 0222, 0185
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-002/ 080-007 Requested Position Title: ASST. DISTRICT ATTORNEY IV

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

SALARY REQUEST:	\$ 0.00	\$ 81,065.00	\$ 81,065.00
<i>Auto Allowance</i>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 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 FUNDED W/ DELETION SLOT NO. 0047

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.
APPOINTMENT OF EMPLOYEE NO. 255823 TO NEW SLOT NO. 080-002-0222, 080-007-0185.

Department Head

 Department of Human Resources

08/17/2022
 Date
8/18/22
 Date