



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

NOV 09 2022

PERSONNEL ADJUSTMENT REQUEST FORM

DEPARTMENT OF HUMAN RESOURCES

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

Date: 11/08/2022 Current Slot No.: TBD
 Department Name: DA'S OFFICE Current Position Title: _____
 Department No.: 080-17 Requested Position Title: ADVOCATE (DA) 28

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 34,767.00</u>	<u>\$ 34,767.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 34,767.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 2-1281-412-00-080-017-1-XXX (VAP 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 _____		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 OF THE GOVERNOR - CRIMINAL JUSTICE DIVISION HAS AWARDED ONE NEW ADVOCATE POSITION FUNDED AT 100%. THIS POSITION IS NEEDED TO COMPLY WITH THE HIGH DEMAND OF DOMESTIC VIOLENCE CASES AND TO MEET THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE ALONG WITH GRANT REQUIREMENTS.

Rosalinda Ceruti 11/08/2022
 Department Head Date
[Signature] 11/9/22
 Department of Human Resources Date