



# 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: 12/09/2022 Current Slot No.: 0016/0016/0174  
 Department Name: DA'S OFFICE Current Position Title: ATTORNEY III  
 Department No.: 080-013/080-015/080-010 Requested Position Title: \_\_\_\_\_

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

|                            |                            |                          |                         |
|----------------------------|----------------------------|--------------------------|-------------------------|
|                            | <del>\$78,596.00</del>     | <del>\$70,889.00</del>   | <del>\$78,596.00</del>  |
| SALARY REQUEST:            | \$78,596.00                | \$0.00                   | -\$78,596.00            |
|                            | Current Budgeted Amount    | Proposed Budgeted Amount | Net Change              |
| Auto Allow.                | \$900.00                   |                          |                         |
| <del>SALARY REQUEST:</del> | <del>\$70,889.00</del>     | <del>\$0.00</del>        | <del>-\$70,889.00</del> |
|                            | Current Budgeted Amount    | Proposed Budgeted Amount | Net Change              |
| TOTAL BUDGETARY IMPACT:    | <del>\$71,789.00</del> 02A | \$78,596.00              |                         |

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**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)**

REQUESTING TO DELETE THE ATTORNEY III POSITION UNDER THE CIVIL LITIGATION DIVISION TO CREATE A HIGHER LEVEL ASSISTANT DISTRICT ATTORNEY POSITION. ACTION IS NECESSARY AS PART OF THE DA'S OFFICE NEW ADMINISTRATION RESTRUCTURE/ REORGANIZATION.

Rosalinda Cantu  
 Department Head  
[Signature]  
 Department of Human Resources

12/14/2022  
 Date  
12/15/22  
 Date



Action is necessary as part of the District Attorney's Office New Administration restructure/ reorganization. The Assistant District Attorney V will assist with overseeing the daily operations, staffing cases, managing and training prosecutors as well as managing the Division Chiefs, supervisors, and staff. This position under Administration requires a higher level of complexity and rigor in order to meet the statutory obligations of the District Attorney's Office satisfactorily.



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

DEC 15 2022

### PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/12/2022 Current Slot No.: 0077  
 Department Name: DA'S OFFICE Current Position Title: LEGAL ASSISTANT II  
 Department No.: 080-002 Requested Position Title: \_\_\_\_\_

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

|                                |  |  |                                    |
|--------------------------------|--|--|------------------------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 37,988.00</u><br>Current Budgeted Amount | <u>\$ 0.00</u><br>Proposed Budgeted Amount | <u>-\$ 37,988.00</u><br>Net Change |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u><br>Current Budgeted Amount      | <u>\$ 0.00</u><br>Proposed Budgeted Amount | <u>\$ 0.00</u><br>Net Change       |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>-\$ 37,988.00</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)*

REQUESTING TO DELETE THE LEGAL ASSISTANT II POSITION UNDER THE ADMINISTRATION DIVISION TO CREATE A HIGHER LEVEL POSITION. ACTION IS NECESSARY AS PART OF THE DA'S OFFICE NEW ADMINISTRATION RESTRUCTURE/ REORGANIZATION.

Department Head

Department of Human Resources

12/14/2022  
Date

12/15/22  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

DEC 15 2022

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

Date: 12/09/2022 Current Slot No.: TBD-0224  
 Department Name: DA'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 080-002 Requested Position Title: EXECUTIVE ASSISTANT II

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

|                                |                         |                          |                     |
|--------------------------------|-------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 52,106.00</u>      | <u>\$ 52,106.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         |                         |                          | <u>\$ 0.00</u>      |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 52,106.00</u>     |                          |                     |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other PARTIAL FUNDING FROM 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)*

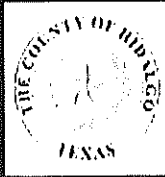
ACTION IS NECESSARY AS PART OF THE DA'S OFFICE NEW ADMINISTRATION  
RESTRUCTURE/ REORGANIZATION. THE EXECUTIVE ASSISTANT II POSITION IS  
ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE  
DISTRICT ATTORNEY'S OFFICE.

Department Head

Department of Human Resources

12/14/2022  
 Date

12/15/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

DEC 15 2022

### DISCRETIONARY STEPS District Attorney

Date: 12/12/2022 Discretionary Step:  Step 2  Step 3  Step 4  Step 5

Employee No. 224790 Department Name: District Attorney's Office

Position Title: ATTORNEY IV Slot No.: 0018

Dept./Prg. #: 080/ 013 Effective Date: 12/20/2022  
(Next full pay period)

**POSITION REQUIREMENTS:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

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

Certificates/Licenses: \_\_\_\_\_

**JUSTIFICATION FOR STEP INCREASE:**

Education:  *Juris Doctorate (JD)*  *Other:* \_\_\_\_\_

Experience:  0 years  1 year  2 years  3 years  4 years  5 or more years

Certificates/Licenses: \_\_\_\_\_

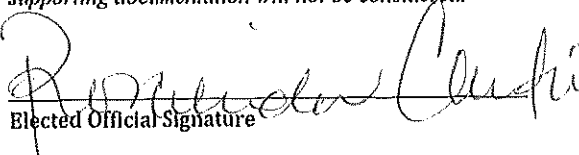
**REQUIREMENTS:**

|                                    |  |
|------------------------------------|--|
| Step 2 – Exceed minimum by 2 years | Step 4 – Exceed minimum by 4 years         |
| Step 3 – Exceed minimum by 3 years | Step 5 – Exceed minimum by 5 or more years |

**JUSTIFICATION:**

The step adjustment requested is necessary to retain and compete with the private sector/ markets and prosecutor offices in the State of Texas. The request is based on a special and compelling need to employ, retain and maintain adequate staffing levels for the continuity of operations in order to comply with the statutory obligations of the District Attorney's Office.

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

  
Elected Official Signature

12/12/2022  
Date