



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### POSITION TITLE CHANGE ONLY REQUEST FORM

**NOTE:** Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 02/01/2023

Employee Name: [REDACTED]

Employee No.: 211184

Department Name: DA'S OFFICE

Department No.: 080

Current Position Title: Chief Criminal Investigator

Requested Position Title: Assistant Criminal Asst. Chief Crim. Investigator 28

Grade 18/ Step 5

Grade 18/ Step5

**EXPLANATION OF TITLE CHANGE:** *(Briefly explain why the title change is needed)*

PLEASE SEE THE ATTACHED EXPLANATION.

**DEPARTMENT OF HUMAN RESOURCES:** *(Recommendations)*

*Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)*

Rosalinda Cantu  
Elected Official / Department Head

02/01/2023  
Date

## **POSITION TITLE CHANGE ONLY REQUEST FORM**

### **EXPLANATION OF TITLE CHANGE:**

This request is being respectfully submitted by District Attorney Palacios in order to assist him with the organizational restructure of the Investigations Division. The change in title is necessary to accommodate the District Attorney's intent to facilitate overall operations and oversight of both the DA's Office Investigator Unit and the HIDTA Investigator Unit. The title change of the existing slot, step and grade to *Assistant Chief Criminal Investigator*, as part of the restructure, is necessary to assist the District Attorney to comply with the statutory obligations of the DA's Office.



# 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: 02/01/2023 Current Slot No.: TBD  
 Department Name: DA'S Current Position Title: N/A  
 Department No.: 080-002 Requested Position Title: Chief Criminal Investigator

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 89,300.00</u>	<u>\$ 89,300.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>Auto</u> <b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 7,000.00</u>	<u>\$ 7,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 96,300.00</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)**

PLEASE SEE THE ATTACHED JUSTIFICATION.  
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 \_\_\_\_\_  
 \_\_\_\_\_

Rosaura Cantu  
 Department Head

02/01/2023  
 Date

[Signature]  
 Department of Human Resources

2/3/23  
 Date

## **PERSONNEL ADJUSTMENT REQUEST FORM**

### **JUSTIFICATION / PRIORITY:**

As part of the DA's new administration and organizational restructure of the Investigations Division, the creation and regrade of the *Chief Criminal Investigator* position is necessary to accommodate the District Attorney's intent to facilitate overall operations and oversight of both the DA's Office Investigator Unit and the HIDTA Investigator Unit. The Chief Criminal Investigator shall have operational oversight, management supervision of DA's Office Investigator Unit, with assistance from the re-titled Assistance Chief Criminal Investigator, and the HIDTA Investigator Unit, with assistance from the HIDTA Commander. The request for the creation and regrade of the Chief Criminal Investigator position will facilitate the necessary organizational structure, and is necessary in order to accommodate the position's assigned duties and responsibilities related to the oversight of both Investigations Division units and to comply with the statutory obligations of the DA's Office.



# 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: 02/01/2023 Current Slot No.: TBD  
 Department Name: DA'S OFFICE Current Position Title: N/A  
 Department No.: 080-002 Requested Position Title: ASST. DISTRICT ATTORNEY V 28

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 96,444.00</u>	<u>\$ 96,444.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<span style="color: blue; font-size: 1.2em;">Auto</span>			
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 900.00</u>	<u>\$ 900.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 97,344.00</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 **FLSA:**  Exempt  
 Non-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>
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u> x <u>Hourly Rate</u> = <u>Budgeted Salary</u>				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

PLEASE SEE ATTACHED JUSTIFICATION.

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*Rosanda Cantu*

\_\_\_\_\_  
Department Head

02/01/2023  
Date

*[Signature]*

\_\_\_\_\_  
Department of Human Resources

2/3/23  
Date

## **PERSONNEL ADJUSTMENT REQUEST FORM**

### **JUSTIFICATION / PRIORITY:**

The creation of the Assistant District Attorney (ADA) V position is deemed necessary for the newly named Child Welfare (CW) Unit of the District Attorney's Office (DA's). This position will be responsible for serving as the liaison between the DA's Office and the Department of Family Services (DFPS, formerly CPS) for child protection cases in Hidalgo County. This will demand 24/7 attention to calls and any emergency situations that may occur after hours when legal intervention is necessary for these type of cases. The position will be given oversight and management of the CW Unit as well as the responsibility of staffing cases and training prosecutors in the CW Unit in order to comply with the statutory obligations of the DA's Office.