



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM Revised

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

Date: 05/03/2023 Current Slot No.: TBD-0232 28
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-002 Requested Position Title: PROGRAM MANAGER II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other CREATE 02A

SALARY REQUEST:	\$ 0.00	<u>\$60,776</u>	<u>\$60,776</u>
<u>080-002</u>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	<u>0</u>	<u>0</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 60,776.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input checked="" type="checkbox"/> Will Require Additional Funds IL
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other <u>HB65 & FUNDS FROM DELETED POSITION</u>	

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)

Please see attached justification.

Roselinda Campfi
 Department Head

05/05/2023
 Date

[Signature]
 Department of Human Resources

5/12/23
 Date

PERSONNEL ADJUSTMENT REQUEST FORM

JUSTIFICATION / PRIORITY:

The creation of a Program Manager II position is necessary as the needs of the DA's Pretrial Diversion Program (PTD) constitutes a fundamental change under limited supervision and with latitude for decision making authority based on independent judgement. This position would allow for overall administration and supervision of the PTD Program, including but not limited to the administration of program goals and objectives, procedures, standards and outcomes. This includes coordinating and administering the program to include review and recommendation of admission to the program, presentation of orientations and development and implementation of rules and expectations for those admitted into the program. The DA's PTD Program continues to contribute to the reduction of backlogged criminal cases in the Court's, and supports the Criminal Justice Information System (CJIS) reporting process, which requires a 90% disposition of cases in order to maintain eligibility for the County to continue to receive Grants from the Office of the Governor. The personnel action is necessary and compelling because of the complexity and rigor of the duties and responsibilities, which is critical for the continued effective and efficient operations and statutory obligations of the District Attorney's Office.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

Revised

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

Date: 05/05/2023 Current Slot No.: TBD 0233
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-002 Requested Position Title: TECHNICIAN IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: 080-002 \$ 0.00 \$41,363 \$41,363
 Current Budgeted Amount Proposed Budgeted Amount Net Change
SALARY REQUEST: \$ 0.00 0 0
 Current Budgeted Amount Proposed Budgeted Amount Net Change
TOTAL BUDGETARY IMPACT: \$ 41,363.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other HB65 & FUNDS FROM DELETED POSITION

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)

Please see attached justification.

Dominda Centi
 Department Head

05/05/2023
 Date

[Signature]
 Department of Human Resources

5/12/23
 Date

PERSONNEL ADJUSTMENT REQUEST FORM

JUSTIFICATION / PRIORITY:

The creation of a Technician IV position is necessary as the needs of the DA's Office Information Technology (IT) Division have increased given the size of the DA's Office and the workload associated with the demand in daily office operations. Given the complexity and volume of the workload, the position constitutes full-on, advanced level information technology support role, including but not limited to coordination of inventory, integrations of systems, and installation and maintenance of computer hardware and software capabilities. The personnel action is necessary and compelling because of the complexity and rigor of the duties and responsibilities, which is critical for the continued effective and efficient operations and statutory obligations of the District Attorney's Office.