



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 08/01/2023 Current Slot No.: 0109/0158
 Department Name: DA'S OFFICE Current Position Title: ASSISTANT ASSISTANT DISTRICT ATTORNEY III
 Department No.: 080-002 & 080-007 Requested Position Title: ASSISTANT ASSISTANT DISTRICT ATTORNEY III

ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

080-002
 ALLOWANCE AMOUNT: \$ 4,850.00 \$ 0.00 -\$ 4,850.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

080-007
 ALLOWANCE AMOUNT: \$ 2,737.00 \$ 0.00 -\$ 2,737.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 7,587.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CRIM DA & DACCP59

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

TRANSFERRING SUPPLEMENTAL ALLOWANCE TO ADA IV SLOT NO. 0220

Donald C. Cantu
 Department Head

08/02/2023
 Date

Department of Human Resources

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 08/01/2023 Current Slot No.: 0220 / 0198
 Department Name: DA'S OFFICE Current Position Title: ASSIST. DISTRICT ATTORNEY IV
 Department No.: 080-002 / 080-007 Requested Position Title: ASSIST. DISTRICT ATTORNEY IV

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ALLOWANCE REQUEST: Type of Allowance

Position Interpreter Clothing Supplemental Auto

080-002

ALLOWANCE AMOUNT:	\$0.00 \$4,850.00	\$4,850.00	\$4,850.00 \$0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

080-007

create new slot

ALLOWANCE AMOUNT:	\$0.00 \$2,737.00	\$3,337.00	\$3,337.00 \$600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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TOTAL BUDGETARY IMPACT: ~~-\$600.00~~ \$8,187.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DACCP59

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

PLEASE SEE THE ATTACHED JUSTIFICATION FOR SUPPLEMENTAL ADJUSTMENT.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

TRANSFERRING SUPPLEMENTAL ALLOWANCE FROM ADA III SLOT 0109 (CRIM DA) & 0158 (DACCP59); EMPLOYEE NO. 196762 PROMOTED TO ADA IV SLOT NO. 0220

Doracinda Cantu
Department Head

08/01/2023
Date

Department of Human Resources

Date

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Criminal District Attorney Toribio "Terry" Palacios is requesting a supplemental pay allowance adjustment for this position due to the rigor and complexity of the position. More specifically, due to recent disruptions in Attorney staffing and availability, the District Attorney established a "First Chair" and "Second Chair" protocol for Attorney's in an assigned Court. Therefore Assistant District Attorney, as to the request, shall be assigned as a First Chair and will have additional responsibilities which include, managing and training, reviewing and advising and providing trial preparation and assistance to trial team (Second Chair) member.

This action is deemed necessary in order to accommodate the position's current duties and responsibilities as well as the additional duties and responsibilities related to First Chair designation.

Slot # 0220



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 08/01/2023 Current Slot No.: 0030/0024/0199
 Department Name: DA'S OFFICE Current Position Title: Assistant ASSIST. DISTRICT ATTORNEY III
 Department No.: 080-002/080-015/080-007 Requested Position Title: Assistant ASSIST. DISTRICT ATTORNEY III

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ALLOWANCE REQUEST: Type of Allowance

- Position
 Interpreter
 Clothing
 Supplemental
 Auto

080-007
create New Slot

ALLOWANCE AMOUNT:	\$ 0.00	\$ 5,598.00	\$ 5,598.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
ALLOWANCE AMOUNT:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,598.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other DA CCP59

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)
 PLEASE SEE THE ATTACHED JUSTIFICATION.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Rosalinda Cuatrecasas
 Department Head

08/01/2023
 Date

Department of Human Resources

Date

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

This supplemental allowance request is being respectfully submitted by Criminal District Attorney Toribio "Terry" Palacios to commensurate Assistant District Attorney with the additional duties and responsibilities being assigned as the First Chair of the 430th District Court which include, managing and training, reviewing and advising and providing trial preparation and assistance to trial team (Second Chair) member. The position as First Chair requires a higher level of complexity and rigor in order to meet the statutory obligations of the District Attorney's Office satisfactorily.