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: 10/12/2023 Current Slot No.: ~~TBD~~ T236

Department Name: DA'S OFFICE Current Position Title: N/A

Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

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

SALARY REQUEST:	$ 0.00	~~$ 5,848.00~~ $6,432.00	~~$ 5,848.00~~ $6,432.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: ~~$ 5,848.00~~ $6,432.00

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:**

10/17/23	~~10/19/20~~23	12/31/2023	MONDAY - FRIDAY	40	~~10~~ 11
	Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks

Annual Salary 30,403.00/ 2080 - $14.62 Hourly Rate $ 14.62~~81~~68

Step 1 Salary / 2,080 Hours Per Year = Hourly Rate

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11 ~~10~~	x	40	=	~~400~~ 440	x	$ 14.62~~81~~68	= ~~$ 5,848.00~~ $6,431.39
No. of Weeks		Hours per Week		Total Hours		Hourly Rate	Budgeted Salary

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

THE POSITION IS NEEDED TO ASSIST WITH LEGAL ASSISTANT DUTIES TO ADDRESS THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda Cantu 10/12/2023

Department Head Date

Department of Human Resources 10/12/23

Date

HR Form: 028
Revised: 08/03/2022