



# 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: 12/01/2023 Current Slot No.: 0003/0002/440  
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney V  
 Department No.: CRIM DA/PRETRIAL/CCP59 Requested Position Title: Assistant District Attorney V  
080-002 | 080-015 | 080-007

ALLOWANCE REQUEST: *Type of Allowance*

- Position   
  Interpreter   
  Clothing   
  Supplemental   
  Auto

ALLOWANCE AMOUNT:	<u>\$ 6,970.00</u>	<u>\$ 10,464.00</u>	<u>\$ 3,494.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 3,494.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget   
  Annual Budget Cycle   
  Will Require Additional Funds  
 Salary Adjustment   
  Other 3-1223-412-00-080-007-0-117

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 ATTACHED.

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

NO BUDGETARY IMPACT TO THE COUNTY.

*Pravinder Chauri*  
 Department Head

*[Signature]*  
 Department of Human Resources

12/01/2023  
 Date

12/5/23  
 Date

**PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES): Slot No. 0003**

**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 members of the Appellate Division have been reassigned to other Divisions within the DA's Office to assist with docket during the prosecutor staffing shortage. The Chief Assistant Criminal District Attorney is now fully responsible for handling the phases of all appeals cases in the Misdemeanor and Felony Courts as well as Civil cases, including drafting briefs and making oral arguments and executing all other appeals related activities.



# 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: 12/01/2023 Current Slot No.: 0029/0023/FBD 0200  
 Department Name: DA'S OFFICE Current Position Title: Assistant District Attorney V  
 Department No.: CRIM DA/PRETRIAL/CCP59 Requested Position Title: Assistant District Attorney V  
080-002 / 080-015 / 080-007

ALLOWANCE REQUEST: *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 3,616.00</u>	<u>\$ 3,616.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 3,616.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other 3-1223-412-00-080-007-0-117

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 ATTACHED.

**COMMENTS:** *(Any comments you wish to make regarding this request, attach additional pages if needed)*  
NO BUDGETARY IMPACT TO THE COUNTY.

Rosaleida Clauti  
 Department Head

12/01/2023  
 Date

[Signature]  
 Department of Human Resources

12/15/23  
 Date

**PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES): Slot No. 0029**

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

Criminal District Attorney Toribio "Terry" Palacios is requesting supplemental pay allowance for this position due to the rigor and complexity of the position. More specifically, due to recent disruptions in Attorney staffing and availability, the Chief Assistant Criminal District Attorney is now responsible for First Chair duties & responsibilities along with the core responsibilities of overseeing the Mental Health Division.



# 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: 12/01/2023 Current Slot No.: 0055/TBD-0201  
 Department Name: DA'S OFFICE Current Position Title: EXECUTIVE ASSISTANT II 28  
 Department No.: CRM DA/ CCP59 Requested Position Title: EXECUTIVE ASSISTANT II  
080-002 / 080-007

ALLOWANCE REQUEST: *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

ALLOWANCE AMOUNT:	\$ 0.00	\$ 2,000.00	\$ 2,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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

TOTAL BUDGETARY IMPACT: \$ 2,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other 3-1223-412-00-080-007-0-117

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 ATTACHED.

**COMMENTS:** *(Any comments you wish to make regarding this request, attach additional pages if needed)*  
NO BUDGETARY IMPACT TO THE COUNTY.

Rosalinda Centuri    12/01/2023  
 Department Head    Date  
[Signature]    12/5/23  
 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: 12/01/2023 Current Slot No.: 0226/~~TBD~~ 0202  
 Department Name: DA'S OFFICE Current Position Title: EXECUTIVE ASSISTANT II 78  
 Department No.: CRM DA/ CCP59 Requested Position Title: EXECUTIVE ASSISTANT II  
080-002 / 080-007

ALLOWANCE REQUEST: *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 2,000.00</u>	<u>\$ 2,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 2,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other 3-1223-412-00-080-007-0-117

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 ATTACHED.

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

NO BUDGETARY IMPACT TO THE COUNTY.

Rosalinda Canturi  
Department Head

12/01/2023  
Date

[Signature]  
Department of Human Resources

12/5/23  
Date

**PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES): Slot No. 0055 & 0226**

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

Criminal District Attorney Toribio "Terry" Palacios is requesting a supplemental pay allowance for this position to commensurate with the high-level of administrative support and a variety of administrative services essential to the direction and operation of the District Attorney's Administration Division. The Executive Assistant reports directly to the District Attorney and interfaces with all levels of management, including Judges. This position under Administration requires a higher level of complexity, confidentiality and rigor in order to meet the statutory obligations of the District Attorney's Office.



Zujey Gamino <zujey.gamino@co.hidalgo.tx.us>

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## Allowance PAR Forms - DA's Office

2 messages

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**Obdett Calzada-Aguillon** <obdett.calzada@da.co.hidalgo.tx.us>

Mon, Dec 4, 2023 at 4:19 PM

To: Zujey Gamino <zujey.gamino@co.hidalgo.tx.us>

Cc: Katia Garcia <katia.garcia1@co.hidalgo.tx.us>, Erika Reyna <erikag.reyna@co.hidalgo.tx.us>, "Cantu, Rosalinda" <rosalinda.cantu@da.co.hidalgo.tx.us>

Good afternoon Zujey,

Attached please find allowance PAR forms for HR's review and consideration of placement on the December 12, 2023 Commissioners Court meeting.

Funding Source: CCP59 Account (1223)

Should you have any questions or concerns, please let me know. Thank you.

Respectfully,

Obdett Calzada-Aguillon, MPA  
Coordinator III  
Office of the Criminal District Attorney  
Toribio "Terry" Palacios  
Hidalgo County, Texas  
100 E. Cano Street, Courthouse Annex III, 2nd Floor  
Edinburg, TX 78539  
Phone: (956) 292-7604 Ext. 8086 Fax: (956) 318-2078  
Email: obdett.calzada@da.co.hidalgo.tx.us



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**Supp Allowance request 12-12-23.pdf**

2163K

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**Zujey Gamino** <zujey.gamino@co.hidalgo.tx.us>

Mon, Dec 4, 2023 at 4:27 PM

To: Obdett Calzada-Aguillon <obdett.calzada@da.co.hidalgo.tx.us>

Cc: Katia Garcia <katia.garcia1@co.hidalgo.tx.us>, Erika Reyna <erikag.reyna@co.hidalgo.tx.us>, "Cantu, Rosalinda" <rosalinda.cantu@da.co.hidalgo.tx.us>

Received, thank you.

[Quoted text hidden]

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**Zujey Gamino**

Human Resources Specialist IV

**Department of Human Resources**

505 S. McColl Rd, Ste. A

Edinburg, TX 78539

☎ (956) 318-2660 Ext: 4917

✉ [zujey.gamino@co.hidalgo.tx.us](mailto:zujey.gamino@co.hidalgo.tx.us)