



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: 12/07/2023 Current Slot No.: TBD
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-017 Requested Position Title: COURT ADVOCATE

REQUEST FOR: New Position Temporary Position* Position Reclassification Other OTIA

SALARY REQUEST: \$35,462.00 \$35,462.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$35,462.00 OTIA

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other VAP GRANT: X-1281-412-00-080-017-2-XXX

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)

THIS POSITION IS ESSENTIAL IN ORDER TO MEET THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE AND WILL ASSIST IN MEETING THE DAILY NEEDS OF THE CRIME VU AND TO COMPLY WITH THE REQUIREMENTS OF THE VU COURT PROJECT GRANT. GRANT FUNDED/ NEW COURT ADVOCATE POSIT. AWARDED (REF AI-93532) (AI- 93532)

Rosalinda Cantu
 Department Head

12/08/2023
 Date

[Signature]
 Department of Human Resources

12-13-23
 Date



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: 12/13/2023 Current Slot No.: T001
 Department Name: DA'S OFFICE Current Position Title: CLERK I
 Department No.: 080-006 Requested Position Title: CLERK I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other EXTEND

SALARY REQUEST:	<u>\$ 13,520.00</u>	<u>\$ 13,520.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 13,520.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA CK FRAUD: 4-1100-412-00-080-006-0-121

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:**

<u>01/01/2024</u>	<u>06/30/2024</u>	<u>MONDAY - FRIDAY</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>27,040.00/ 2080 = \$13.00</u>		Hourly Rate <u>\$ 13.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 13.00</u>	<u>\$ 13,520.00</u>
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)*

REQUESTING TO EXTEND TEMP POSITION. THIS POSITION IS CURRENTLY ASSISTING WITH CLERICAL SUPPORT TO ADDRESS THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE.

Rosalinda Cantin 12/13/2023
 Department Head Date
[Signature] 12-13-23
 Department of Human Resources Date



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: 12/13/2023 Current Slot No.: TBD0237-0239(28)
 Department Name: DA'S OFFICE Current Position Title: NA
 Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

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

SALARY REQUEST:	<u>\$ 94,860.00</u>	<u>\$ 94,860.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 94,860.00</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:**

<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				
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)

JOB AUDITS CONDUCTED BY THE DEPARTMENT OF HUMAN RESOURCES.
Request submitted earlier. All documents and supporting information submitted at that time.

Rosalinda Cantu
 Department Head
[Signature]
 Department of Human Resources

12/13/2023
 Date
12/13/23
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: DISTRICT ATTORNEY'S OFFICE

Department No.: 080

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
28 0237	TBD NA	LEGAL ASSISTANT I	0.00	31,620.00
0238	TBD NA	LEGAL ASSISTANT I	0.00	31,620.00
0239	TBD NA	LEGAL ASSISTANT I	0.00	31,620.00