



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: 05/06/2024 Current Slot No.: T236
 Department Name: DA'S OFFICE Current Position Title: LEGAL ASSISTANT I
 Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 15,810.00</u>	<u>\$ 15,810.00</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>\$ 15,810.00</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>07/01/2024</u>	<u>12/31/2024</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>31,620.00/ 2080 = 15.20</u>		Hourly Rate <u>\$ 15.20</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 15.20</u>	<u>\$ 15,810.00</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 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.

Department Head

 Department of Human Resources

05/06/2024
 Date

 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: 05/08/2024 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>\$ 0.00</u>	<u>\$ 13,520.00</u>	<u>\$ 13,520.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 13,520.00</u>		

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>07/01/2024</u>	<u>12/31/2024</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> </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 WILL BE 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 Cruz
 Department Head

05/08/2024
 Date

[Signature]
 Department of Human Resources

5/22/24
 Date