



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 12/04/2024 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. 065854 Department Name: DISTRICT ATTORNEY'S

Position Title: ASSISTANT DISTRICT ATTORNEY IV Slot No.: 0015 & 0012

Dept./Prg. #: 080/ 002 & 080/ 015 Effective Date: 12/10/2024
(Next full pay period)

POSITION REQUIREMENTS:

Education: *Juris Doctorate (JD)* *Other:* _____

Experience: 0 years 1 year 3 years 5 years 7 or more years

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: *Juris Doctorate (JD)* *Other:* _____

Experience: 0 years 1 year 2 years 3 years 4 years 5 or more years

Certificates/Licenses: TX LICENSE DATE: 05/22/1996

REQUIREMENTS:

Step 2 – Exceed minimum by 2 years **Step 4** – Exceed minimum by 4 years
Step 3 – Exceed minimum by 3 years **Step 5** – Exceed minimum by 5 or more years

JUSTIFICATION:

The step adjustment requested is necessary to retain and compete with the private sector/ markets and prosecutor offices in the State of Texas. The request is based on a special and compelling need to employ, retain and maintain adequate staffing levels for the continuity of operations in order to comply with the statutory obligations of the District Attorney's Office.

Please make sure supporting documentation is attached (i.e. certificates, degrees, resume, etc.) Forms that are submitted without supporting documentation will not be considered.

Rosalinda Campfi
Elected Official Signature

12/04/2024
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: 12/04/2024 Current Slot No.: T0012 28
 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 28

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 14,375.00</u>	<u>\$ 14,375.00</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>\$ 14,375.00</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: 5-1100-412-00-080-006-0-121

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:** OTM

<u>01/01/2025</u>	<u>07/31/2025</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>\$28,749.00 / 2080 = \$13.82</u>		Hourly Rate <u>\$ 13.82</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 13.82</u>	<u>\$ 14,375.00</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 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 Clauti
 Department Head

[Signature]
 Department of Human Resources

12/04/2024
 Date

12-4-24
 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: 12/04/2024 Current Slot No.: T230⁴³ 28
 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~~ 28

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 16,600.00</u>	<u>\$ 16,600.00</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>\$ 16,600.00</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:** OTFA

<u>01/01/2025</u>	<u>07/31/2025</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>33,200.00 / 2080 = 15.96</u>		Hourly Rate <u>\$ 15.96</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 15.96</u>	<u>\$ 16,600.00</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.

Rosalinda Cantu
 Department Head

12/04/2024
 Date

[Signature]
 Department of Human Resources

12-4-24
 Date