

Justification for New Position/ Salary Adjustment: DELETE (4) ADA II SLOT(S)

FISCAL YEAR: 2025

THE DISTRICT ATTORNEY'S OFFICE IS REQUESTING THE DELETION OF FOUR (4) ASSISTANT DISTRICT ATTORNEY II POSITIONS TO FUND ADDITIONAL LEGAL ASSISTANT STAFF POSITIONS. THE REQUEST HAS BECOME COMPELLING AND NECESSARY IN ORDER TO ALLEVIATE THE BURDEN RESULTING FROM THE INCREASED WORKLOAD ON THE CURRENT ADAs AND THEIR RESPECTIVE STAFF. THE EXISTING SHORTAGE OF ASSISTANT DISTRICT ATTORNEYS AND THE CONTINUED CHALLENGES IN HIRING AND RETENTION OF ADAs, HAS RESULTED IN THE DISTRICT ATTORNEY RE-EVALUATING OPERATIONS, AND IMMEDIATELY ADDRESSING WORKLOAD MANAGEMENT THAT ADVERSELY AFFECTS STAFF PERFORMANCE OF STATUTORY DUTIES AND RESPONSIBILITIES.



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: 12/27/2024 Current Slot No.: FBD 0244-0251 28
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other create (8) slots

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 265,600.00</u>	<u>\$ 265,600.00</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>\$ 265,600.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other FUNDS FROM DELETED POSITIONS

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			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)

PLEASE SEE THE ATTACHED JUSTIFICATION.

Roseleida Corti
 Department Head
[Signature]
 Department of Human Resources

12/30/2024
 Date
1/2/25
 Date

Justification for New Position/ Salary Adjustment: CREATE(8) LEGAL ASSISTANT I SLOT(S)

FISCAL YEAR: 2025

THE DISTRICT ATTORNEY'S OFFICE IS REQUESTING TO CREATE EIGHT (8) LEGAL ASSISTANT I POSITIONS IN AN EFFORT TO IMMEDIATELY ADDRESS INCREASED DUTIES AND RESPONSIBILITIES RELATED TO CONTINUED CASE BACKLOGS, AND INCREASED CASE LOADS. IT HAS BECOME COMPELLING AND NECESSARY FOR THE DISTRICT ATTORNEY TO RE-EVALUATE CURRENT OPERATIONS, AND IMMEDIATELY ADDRESS WORKLOAD MANAGEMENT EFFORTS THAT FOCUSE ON IMPROVING THE EMPLOYEE WELLBEING BY PROVIDING CURRENT STAFF THE SUPPORT THEY NEED TO HANDLE THE HEAVY WORKLOAD CHALLENGES THE DA'S OFFICE CONTINUES TO EXPERIENCE THROUGHOUT THE VARIOUS DIVISION.