



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: 01/22/2025 Current Slot No.: ~~FDD 0016~~ 28
 Department Name: DISTRICT ATTORNEY'S Current Position Title: N/A
 Department No.: 080-012 (GRANT) Requested Position Title: LEGAL ASSISTANT I

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 33,200.00</u> Proposed Budgeted Amount	<u>\$ 33,200.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 33,200.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 5-1281-412-00-080-012-4-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 _____		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)*

GRANT FUNDED POSITION APPROVED BY THE OFFICE OF THE GOVERNOR FOR THE BORDER PROSECUTION UNIT VIA AI NO. 97886 ON 1/7/2025. NEW POSITION IS NECESSARY TO ADDRESS THE INCREASED WORKLOAD; POSITION WILL BE ASSIGNED TO THE NEWLY CREATED BORDER CRIME UNIT.

Department Head

 Department of Human Resources

01/22/2025
 Date
1/23/25
 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: 01/22/2025 Current Slot No.: ~~FDD-0015~~ 28
 Department Name: DISTRICT ATTORNEY'S Current Position Title: N/A
 Department No.: 080-012 (GRANT) Requested Position Title: CRIMINAL INVESTIGATOR II

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

SALARY REQUEST:	\$ 0.00	\$ 61,450.00	\$ 61,450.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto LOAA</i>			
SALARY REQUEST:	\$ 0.00	\$ 3,600.00	\$ 3,600.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 65,050.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 5-1281-412-00-080-012-4-XXX

POSITION TYPE: Full Time Regular Object Code 113

- Full Time Temporary Object Code 121 Part Time Regular Object Code 114
 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)

NEW POSITION IS NECESSARY TO FACILITATE THE COORDINATION WITH LOCAL, STATE & FEDERAL LAW ENFORCEMENT AGENCIES IN THE INVESTIGATION AND SUBSEQUENT PROSECUTION OF TRANSNATIONAL CRIMINAL ORGANIZATIONS. FULLY FUNDED BY BPU; APPROVED BY THE OFFICE OF THE GOVERNOR VIA AI-97886

Rosalinda Caufi
 Department Head

01/22/2025
 Date

Department of Human Resources

1/23/25
 Date