



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 02/26/2025 Current Slot No.: 0009
 Department Name: DA'S OFFICE Current Position Title: ATTORNEY IV
 Department No.: 080-013 Requested Position Title: SAME

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto Longevity Pay

Auto ALLOWANCE AMOUNT:	\$ 8,000.00	\$ 900.00	-\$ 7,100.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Longevity ALLOWANCE AMOUNT:	\$ 2,160.00	\$ 0.00	-\$ 2,160.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Supplemental ALLOWANCE AMOUNT:	\$ 5,000.00	\$ 0.00	-\$ 5,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: ~~\$14,260.00~~ - \$12,100.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other Adjustment has no impact to department budget

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
 FLSA: Exempt
 Non-Exempt
 Non-Exempt

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Requesting to transfer auto allowance, supplemental pay and longevity pay from slot 080-013-0009 to slot 080-013-0001; employee was promoted to new slot.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Rosalinda Cantu
 Department Head
[Signature]
 Department of Human Resources

02/26/2025
 Date
2/27/25
 Date



COUNTY OF HIDALGO

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 Supplemental
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Rosalinda Clauti
 Department Head

02/26/2025
 Date

[Signature]
 Department of Human Resources

2/27/25
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEPS District Attorney

Date: 02/26/2025 Discretionary Step: Step 2 Step 3 Step 4 Step 5

Employee No. NEW Department Name: District Attorney's Office

Position Title: Attorney IV Slot No.: 0009

Dept./Prg. #: 080/ 013 Effective Date: 03/03/2025
(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: Personal Injury Law

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 Cepeda
Elected Official Signature

02/26/2025
Date