



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: 04/09/2025 Current Slot No.: 0008
 Department Name: DA'S OFFICE Current Position Title: EXECUTIVE ASSISTANT I
 Department No.: 080-013 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 54,084.00</u> \$ 48,781.00		\$ 48,781.00 <u>-\$ 54,084.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 48,781.00	<u>-\$ 54,084.00</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:**

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)

HIGHER LEVEL POSITION NEEDED DUE TO THE COMPLEXITY AND RIGOR OF THE DUTIES AND RESPONSIBILITIES.

Rosalinda Centuri
 Department Head

04/09/2025
 Date

[Signature]
 Department of Human Resources

4/10/25
 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: 04/09/2025 Current Slot No.: FBD-0019,0020 28
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-013 Requested Position Title: EXECUTIVE ASSISTANT II

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 56,898.00</u> Proposed Budgeted Amount	<u>\$ 56,898.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 56,898.00</u> Proposed Budgeted Amount	<u>\$ 56,898.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 113,796.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other PARTIAL FUNDING FROM DELETION

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				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

PLEASE SEE ATTACHED JUSTIFICATION.

Rosalinda Cepeda
 Department Head
[Signature]
 Department of Human Resources

04/09/2025
 Date
4/10/25
 Date

The District Attorney is respectfully requesting the creation of two Executive Assistant II positions. The request is necessary and compelling in order to allow the District Attorney to continue to undertake his official duties as the County Attorney for the County of Hidalgo, Texas. The need arises out of a fundamental change to the DA Civil Litigation Division due to the increased workload and staffing in the Litigation section, which has significantly impacted the administrative staff's duties and responsibilities and daily activities.

These positions would operate under limited supervision with considerable latitude for the use of initiative and independent judgment; perform advanced professional legal work for the Litigation section of the Division, including case related research and drafting documents for claims and lawsuits on behalf of county elected officials and department heads. This support is critical for the Litigation section, which has expanded from one to three lawyers dedicated to litigation duties and responsibilities.

This personnel action request is necessary to ensure the continued effective and efficient operations of the Civil Litigation Division, and the Division's Litigation section, on behalf of the District Attorney, in his capacity as the County Attorney, and the fulfillment of the statutory obligations in representing the County of Hidalgo, Texas in civil litigation matters in both state and federal court.