



# 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: 08/19/2025 Current Slot No.: 0019  
 Department Name: DA'S OFFICE Current Position Title: CLERK I  
 Department No.: 080-010 Requested Position Title: NA

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

<b>SALARY REQUEST:</b>	<u>\$28,749.00</u> <u>\$22,500.00</u>	<u>\$ 0.00</u> <u>\$-22,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>SALARY REQUEST:</b>		<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u><del>\$28,749.00</del></u> <u>\$22,500.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other DA STATE SUPPLEMENT

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114 28  
 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)**

REQUESTING TO DELETE THE CLERK POSITION TO PARTIALLY FUND THE CREATION OF A RECORDS MANAGEMENT SPECIALIST POSITION.

Rosalinda Cuenti  
 Department Head

[Signature]  
 Department of Human Resources

08/19/2025  
 Date

8/21/25  
 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: 08/19/2025 Current Slot No.: 0020/ <sup>204</sup> TBD  
 Department Name: DA'S OFFICE Current Position Title: NA  
 Department No.: 080-010 & 080-007 Requested Position Title: RECORDS <sup>Management</sup> MGMT SPECIALIST

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

SALARY REQUEST: (080-010)	\$ 0.00 Current Budgeted Amount	<u>\$14,952</u> Proposed Budgeted Amount	<u>\$14,952</u> Net Change
SALARY REQUEST: (080-007)	<u>0</u> Current Budgeted Amount	<u>\$20,904</u> Proposed Budgeted Amount	<u>\$20,904</u> Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 35,856.00</u>			

027A  
A20  
8/21/25

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other DA STATE SUPPLEMENT & DA CCP59

**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

**\* 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 THE ATTACHED JUSTIFICATION.

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Rosalinda Castro  
 Department Head  
[Signature]  
 Department of Human Resources

08/19/2025  
 Date  
8/21/25  
 Date

**Justification:**

The creation of a Records Management Specialist position is deemed necessary to ensure the District Attorney's Office (DA's) continues to meet statutory obligations, maintain accurate and secure records, and implement necessary improvements to the DA's records management processes. The DA's Office current demands on the records management functions have significantly increased due to evolving regulatory requirements, implementation of new organizational procedures, and the need for improved compliance, accountability, and data integrity. With these growing responsibilities, the current staffing level is no longer sufficient to manage existing workloads effectively or to implement the necessary improvements. The new position will be fully funded from the DA, State Supplement and Chapter 59 funds with no budgetary impact to the County.