



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: 06/04/2026 Current Slot No.: T260 Position # 800116
Department Name: DISTRICT ATTORNEY Current Position Title: LEGAL ASSISTANT I
Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

REQUEST FOR: ☐ New Position ☒ Temporary Position* ☐ Position Reclassification ☐ Other EXTEND

SALARY REQUEST: \$ 0.00 \$ 14,749.00 \$ 14,749.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \$ 0.00 \$ 0.00 \$ 0.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 14,749.00

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:**

08/01/2026 12/31/2026 MONDAY - FRIDAY 40 22
Start Date End Date Work Schedule Hours per Week No. of Weeks
Annual Salary 34,861/2080 = \$16.7596 Hourly Rate \$ 16.76
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate
22 40 880 \$ 16.76 \$ 14,748.80
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 EXTEND TEMPORARY POSITION. THIS POSITION IS NEEDED TO ASSIST WITH LEGAL ASSISTANT DUTIES TO ADDRESS THE WORKLOAD IN MISDEMEANOR SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

[Signature]
Department Head
[Signature]
Department of Human Resources

06/04/2026
Date
7/10/26
Date