



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: 08/06/2026

Current Slot No.: 800230¹ - 800234⁵ 28

Department Name: DISTRICT ATTORNEY'S OFF

Current Position Title: N/A

Department No.: 080

Requested Position Title: ASSIST. DISTRICT ATTORNEY I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 146,698.00</u>	<u>\$ 146,698.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 146,698.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☐ Other LAPSED FUNDS

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:**

<u>08/18/2026</u>	<u>12/31/2026</u>	<u>MONDAY-FRIDAY</u>	<u>40</u>	<u>20</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$72,123/2,080=\$34.6745</u>		Hourly Rate <u>\$ 34.6745</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>20</u>	<u>40</u>	<u>800</u>	<u>\$ 34.6745</u>	<u>\$ 29,339.60 (x5)</u>
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)

SEE THE ATTACHED JUSTIFICATION.

SALARY AS PER ASSISTANT DISTRICT ATTORNEY PAY PLAN: GRADE 1, STE 2

Rosalinda Cantu
Department Head

08/06/2026
Date

[Signature]
Department of Human Resources

8/11/26
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: DISTRICT ATTORNEY'S OFFICE

Department No.: 080

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD	N/A	ASSIST. DIST. ATTORNEY I	0	\$29,339.60
TBD	N/A	ASSIST. DIST. ATTORNEY I	0	\$29,339.60
TBD	N/A	ASSIST. DIST. ATTORNEY I	0	\$29,339.60
TBD	N/A	ASSIST. DIST. ATTORNEY I	0	\$29,339.60
TBD	N/A	ASSIST. DIST. ATTORNEY I	0	\$29,339.60
	*****	TEMPORARY POSITIONS	*****	