



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **EXECUTIVE OFFICE (125-001)**

DATE: **05/31/2013**

CURRENT POSITION TITLE:

CURRENT SLOT. #: **0017**

REQUESTED POSITION TITLE: **ADMINISTRATIVE OPERATIONS COORDINATOR IV**

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>0</u>	<u>50,000.00</u>	\$	<u>50,000.00</u>
NO. OF POSITIONS	CURRENT SALARY/ ALLOWANCE	PROPOSED SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS TO BE TRANSFERRED FROM FACILITIES MGMT DELETED POSITIONS

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Full Time Temporary Object 121 Part Time Temporary Object 122

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

After current review of co-wide operational projects - coordinator needed to assist Executive Officer.

