



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Human Resources (190-002)

DATE: 05/06/2016

CURRENT POSITION TITLE: -

CURRENT SLOT #: 0013

REQUESTED POSITION TITLE: Human Resources Analyst IV

NOTE: PLEASE FILL OUT MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN(3) PERSONNEL ACTIONS.

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

* Civil Service Positions are submitted to the Civil Service Commission.

SALARY REQUEST: \$ 0.00 \$ 63,196.00 \$ 63,196.00
 Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

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 Obj. 113 Part Time Regular Obj. 114
 Full Time Temporary Obj. 121 Part Time Temporary Obj. 122

CIVIL SERVICE:

Exempt
 Non-Exempt

FLSA:

Exempt
 Non-Exempt

TEMPORARY POSITIONS:

Start Date _____ End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration (2 weeks, 3 months, etc.) _____
 Temporary Position Hourly Rate: _____ Temporary Position Annual Salary: _____
2,080 * Hourly Rate

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

After review of County Wide services and operations, it has been determine that there is a greater need of assistance in the Human Resources Administration area.

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

COMMENTS: Any comments you wish to make regarding this request. Attach additional pages if needed.

CLASSIFICATION AND SALARY RECOMMENDATION

<p>Human Resources: <u>16</u> GRADE STEP</p> <p>1. <u>[Signature]</u> DEPARTMENT HEAD DATE <u>5/09/2016</u></p> <p>2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR DATE <u>5/09/2016</u></p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>Budget & Management: GRADE STEP</p> <p>3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT DATE <u>5/10/2016</u></p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
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