



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Hidalgo County Precinct 4/124 - 007 DATE: 6/16/2016
 CURRENT POSITION TITLE: Clerk IV CURRENT SLOT #: 0074
 REQUESTED POSITION TITLE: _____

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 Change Work Status

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

SALARY REQUEST: \$ 31,252.00 \$ 31,252.00 \$ 0.00
 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:

CIVIL SERVICE:

FLSA:

Full Time Regular Obj. 113 Part Time Regular Obj. 114 Exempt Exempt
 Full Time Temporary Obj. 121 Part Time Temporary Obj. 122 Non-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: _____ <div style="text-align: right; font-size: small;">2,080 * Hourly Rate</div>				

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

Precinct 4 Reorganization Plan

POSITION RECLASSIFICATION: Attach completed Reclassification Analysis Form.

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

Changing work status from part time to full time

CLASSIFICATION AND SALARY RECOMMENDATION

<p>Human Resources:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">GRADE</td> <td style="text-align: center; font-size: small;">STEP</td> </tr> </table> <p>1. <u>[Signature]</u> DEPARTMENT HEAD DATE: _____</p> <p>2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR DATE: <u>6/17/2016</u></p> <p>PERSONNEL PROCEDURES COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			GRADE	STEP	<p>Budget & Management:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">GRADE</td> <td style="text-align: center; font-size: small;">STEP</td> </tr> </table> <p>3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT AGENDA ITEM NUMBER: <u>6/17/2016</u></p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>			GRADE	STEP
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