



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 121-004

DATE: 6/24/2016

CURRENT POSITION TITLE: Clerk

CURRENT SLOT #: 0016

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 Work Status

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

SALARY REQUEST: \$ 29,175.00 \$ 29,175.00 \$ 0
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.

Changing work status from part time to full time

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

Human Resources: _____
GRADE _____ STEP _____
1. [Signature] 6-24-16
DEPARTMENT HEAD DATE
[Signature] 6/30/2016
HUMAN RESOURCES DIRECTOR DATE
PERSONNEL PROCEDURES COMPLETED YES NO

Budget & Management: _____
GRADE _____ STEP _____
COMMISSIONER'S COURT APPROVAL _____
AGENDA ITEM NUMBER _____
3. [Signature] 2/1/2016
DEPARTMENT OF BUDGET & MANAGEMENT DATE
BUDGET PROCEDURES COMPLETED YES NO