COUNTY OF HIDALGO
Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: *COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.*

DATE: 08/04/2016
DEPARTMENT NAME: SAFETY
DEPARTMENT NO.: 125-003
CURRENT POSITION TITLE:
CURRENT SLOT NO.: (PROPOSED) SLOT#013
REQUESTED POSITION TITLE: CHIEF SAFETY OFFICER

REQUEST FOR: ☑ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other

SALARY REQUEST:

$ 0.00	$ 67,476.00	$ 67,476.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step 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 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:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position

Annual Salary _____ Hourly Rate _____
Annual Salary / 2080 hrs per year = Hourly Rate

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (*Explain why position or adjustment request is essential*)

* **POSITION RECLASSIFICATION COMMENTS:** (*Attach completed Reclassification Analysis Form and additional pages if needed*)

Department Head	08/04/2016 Date
Department of Human Resources	8/05/2016 Date
Department of Budget & Management	8/8/2016 Date