



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 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Environmental Compliance CURRENT SLOT NO.: (Proposed) Slot#006
 DEPARTMENT NO.: 125-036 REQUESTED POSITION TITLE: Environmental Compliance Monitor *J*

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 36,453.00</u>	<u>\$ 36,453.00</u>
	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
Kalle Poljanec

 Department of Human Resources
[Signature]

 Department of Budget & Management

08/04/2016
 Date
8/5/2016
 Date
8/8/2016
 Date