



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

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

DATE: 08/17/2017 CURRENT POSITION TITLE: Administrative Assistant II
 DEPARTMENT NAME: TX Agrilife Extension CURRENT SLOT NO.: 0012
 DEPARTMENT NO.: 380-001 REQUESTED POSITION TITLE: _____

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Delete
 SALARY REQUEST: \$ 28,937.00 \$ 0.00 -\$ 28,937.00
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)*
To allow for the creation of Slot #0015.

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

Andrea Valdez
 Department Head

[Signature]
 Department of Human Resources

Department of Budget & Management

08/17/2017
 Date

8/18/2016
 Date

Date

