# 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:** 08/30/2016
**DEPARTMENT NAME:** Constable Pct. #4
**DEPARTMENT NO.:** 294-018
**CURRENT POSITION TITLE:**
**CURRENT SLOT NO.:**
**REQUESTED POSITION TITLE:** Deputy Constable Step I (Slot 0001)

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

**SALARY REQUEST:**

| Current Grade & Step Budgeted Salary | Proposed Grade & Step Budgeted Salary | Net Change |
|---|---|---|
| | $ 44,577.00 | $ 44,577.00 |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**
☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☑ Other Appropriation of funds; Interlocal Agreement

**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)***

New position needed as part of the Interlocal Agreement with TTBH under a grant from Valley Baptist Legacy Foundation (VBLF).

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

| | |
|---|---|
| Department Head | Date 08/30/2016 |
| Department of Human Resources | Date 8/25/2016 |
| Department of Budget & Management | Date 8/26/2016 |

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