



# 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: 09/13/2016 CURRENT POSITION TITLE: Purchase Order Procurement Specialist III  
 DEPARTMENT NAME: Purchasing CURRENT SLOT NO.: 0033  
 DEPARTMENT NO.: 160-001 REQUESTED POSITION TITLE: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other Delete

SALARY REQUEST: \$ 41,280.00 \$ 0.00 -\$ 41,280.00  
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	Annual Salary / 2080 hrs per year = Hourly Rate		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)**

\_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

09/13/2016  
 Date  
9/13/2016  
 Date  
9/16/2016  
 Date



# 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: 09/13/2016 CURRENT POSITION TITLE: \_\_\_\_\_  
 DEPARTMENT NAME: Purchasing CURRENT SLOT NO.: \_\_\_\_\_  
 DEPARTMENT NO.: 160-DDI REQUESTED POSITION TITLE: Procurement Specialist II (0036)

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

SALARY REQUEST: \$ 0.00 \$ 36,455.00 \$ 36,455.00  
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	Annual Salary / 2080 hrs per year = Hourly Rate		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)**

\_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

09/13/2016  
 Date  
9/15/2016  
 Date  
9/14/2016  
 Date