



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: 9/30/2016 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: PCT 1 ROAD MAINTENANCE CURRENT SLOT NO.: Proposed (T147)
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: Maintenance III (Temporary)

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

SALARY REQUEST: \$0.00 \$6,760.00 \$6,760.00
 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: Am
10-17-2014 12-31-2014 Mon-Sat 7-4 40 NOT to exceed 3 months
 Start Date End Date Work Schedule Hours Per Week Duration of Position
 Annual Salary \$13.00 x 520 = \$6,760.00 Hourly Rate \$13.00
 Annual Salary / 2080 hrs per year = Hourly Rate

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

Upon evaluation of the Department it is determined that this position is needed to assist with the Department's high demand of workload due to the reason that we have an employee out on leave.

*** 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

9-30-16
 Date
10/03/2016
 Date
10/3/2016
 Date

