COUNTY OF HIDALGO
Human Resources Department

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HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

DATE: 11/08/2016
DEPARTMENT NAME: Hidalgo County Constable Pct.1
DEPARTMENT NO.: 291-013-7

CURRENT POSITION TITLE:
CURRENT SLOT NO.: 0001 (Proposed)
REQUESTED POSITION TITLE: Deputy Constable Step I DM

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 Interlocal with TTBH/TX Healthcare Transformatio
(6-1285421-00-291-013-7) DM

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 DT
FLSA: ☑ Exempt ☑ Non-Exempt DT

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*)

Inter-local agreement between Hidalgo County and Tropical Texas Behavioral Health the Hidalgo County Pct. 1 Constable Office. Deputies will participate in the Mental Peace Officer Health Program to assist youth and adults wh

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

Department Head	Date 11/08/2016
Department of Human Resources	Date 11/10/2016.
Department of Budget & Management	Date 11/14/2016