



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: 11/09/2016 CURRENT POSITION TITLE: ~~Heavy~~ Equipment Operator 1
 DEPARTMENT NAME: Pct 4 Road Maintenance CURRENT SLOT NO.: 007-0034
 DEPARTMENT NO.: 124-007 REQUESTED POSITION TITLE: _____

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

SALARY REQUEST: \$ 26,341.00 Ø -\$ 26,341.00
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 Department is in no longer in need of this position

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)*
Precinct 4 Re-Organization Plan

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

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

11/09/2016
 Date
11/10/2016
 Date
11/14/2016
 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: 11/09/2016 CURRENT POSITION TITLE: Administrative Assistant IV
 DEPARTMENT NAME: Pct 4 Road Maintenance CURRENT SLOT NO.: 007-0078
 DEPARTMENT NO.: 124-007 REQUESTED POSITION TITLE: _____

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

SALARY REQUEST: \$ 36,312.00 Ø -\$ 36,312.00
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 Department is in no longer in need of this position

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)
Precinct 4 Re-Organization Plan

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

Rosetta Salinas
 Department Head

 Department of Human Resources

 Department of Budget & Management

11/09/2016
 Date
11/10/2016
 Date
11/14/2016
 Date

