COUNTY OF HIDALGO
Human Resources Department

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JAN 19 2017
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

DATE:	01/19/2017	CURRENT POSITION TITLE:	
DEPARTMENT NAME:	Constable Pct 2	CURRENT SLOT NO.:	#1
DEPARTMENT NO.:	292-013 -7	REQUESTED POSITION TITLE:	Deputy Constable Step I

REQUEST FOR: ☑ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other TTBH-Gramt

SALARY REQUEST:

$ 0.00	$ 44,577.00	$ 44,577.00
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 7-1285-421-00-292-013-~~4~~ 7 -113

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 is needed as part of the Interlocal Agreement with TTBH.

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

Department Head	01/19/2017 Date
Department of Human Resources	1/19/2017 Date
Department of Budget & Management	01/20/2017 Date