



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: 01/26/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: CCL #2 CURRENT SLOT NO.: _____
 DEPARTMENT NO.: 022-001 REQUESTED POSITION TITLE: Clerk I (Temp) Toole

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

SALARY REQUEST: \$ 0.00 \$ 5,760.00 \$ 5,760.00
 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:

<u>02/27/2017</u>	<u>06/16/2017</u>	<u>Mon-Fri 8AM - 5 PM</u>	<u>40</u>	<u>12 Weeks</u>
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	<u>\$ 5,760.00</u>	Hourly Rate	<u>\$ 12.00</u>	
Annual Salary / 2080 hrs per year = Hourly Rate				

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

The Assistant Court Coordinator will be out on maternity leave from 3/16/17 - 6/16/17. A temporary Clerk position is needed to assist with answering phones, data entry, and to assist staff members with office duties in her absence.

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

Department Head

Department of Human Resources

Department of Budget & Management

01/26/2017

Date

Date

Date

