COUNTY OF HIDALGO
Human Resources Department

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JAN 26 2017
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

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

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:

02/27/2017	06/16/2017	Mon-Fri 8AM - 5 PM	40	12 Weeks
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position

Annual Salary $ 5,760.00 Hourly Rate $ 12.00
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 — Date: 01/26/2017

Department of Human Resources — Date: 1/27/2017

Department of Budget & Management — Date

HR Form: 032

ORIGINAL

6/20/2016