







# 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: 02/06/2017 CURRENT POSITION TITLE: Environmental Compliance Coord  
 DEPARTMENT NAME: Planning Department CURRENT SLOT NO.: 0027  
 DEPARTMENT NO.: 210-001 REQUESTED POSITION TITLE: \_\_\_\_\_

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

SALARY REQUEST: \$ 80,980.00 \$ 0.00 -\$ 80,980.00  
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 PT FLSA:  Exempt  Non-Exempt OT

**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)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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 \_\_\_\_\_  
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\_\_\_\_\_  
 Department Head  
Alle Dreyfus  
 Department of Human Resources  
 \_\_\_\_\_  
 Department of Budget & Management

02/06/2017  
 Date  
2/06/17  
 Date  
2/7/17  
 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: 02/06/2017 CURRENT POSITION TITLE: Administrative Assistant III  
 DEPARTMENT NAME: Planning Department CURRENT SLOT NO.: 0028  
 DEPARTMENT NO.: 210-001 REQUESTED POSITION TITLE: \_\_\_\_\_

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

SALARY REQUEST: \$ 33,752.00 \$ 0.00 -\$ 33,752.00  
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:

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)**

\_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

02/06/2017  
 Date

2/06/17  
 Date

2/7/2017  
 Date