



# 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 Coordinator  
 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 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)*

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

 02/06/2017  
 Department Head Date

\_\_\_\_\_  
 Department of Human Resources Date

\_\_\_\_\_  
 Department of Budget & Management Date

