



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: 03/31/2017 CURRENT POSITION TITLE: Bailiff
 DEPARTMENT NAME: Master Court CURRENT SLOT NO.: 0001
 DEPARTMENT NO.: 030-001 REQUESTED POSITION TITLE: N/A
031 PR

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Adjustment

<p>SALARY REQUEST: <u>\$ 48,078.00</u> Current Grade & Step Budgeted Salary</p> <p>SALARY REQUEST: <u> </u> Current Grade & Step Budgeted Salary</p> <p>TOTAL BUDGETARY IMPACT: <u>-\$ 3,000.00</u></p>	<p>SALARY REQUEST: <u>\$ 45,078.00</u> Proposed Grade & Step Budgeted Salary</p> <p>SALARY REQUEST: <u> </u> Proposed Grade & Step Budgeted Salary</p>	<p><u>3,000.00 PR</u> -\$ 300.00 Net Change</p> <p><u> </u> Net Change</p>
--	---	---

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)**

Department Head

Department of Human Resources

Department of Budget & Management

Date 3/31/17

Date 4/4/17

Date

