



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: 04/21/2017 CURRENT POSITION TITLE: Bailiff
 DEPARTMENT NAME: 139th DC CURRENT SLOT NO.: 0003
 DEPARTMENT NO.: 003-001 REQUESTED POSITION TITLE: N/A

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Adj Interpreter Pa

SALARY REQUEST: <u>\$ 45,092.00</u>	S <u>50,395.00</u>	S <u>5,303.00</u>
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change

<i>Allowance</i> SALARY REQUEST: <u>\$ 0.00</u> Current Grade & Step Budgeted Salary <i>Allowance</i>	<u>\$ 6,000.00</u> Proposed Grade & Step Budgeted Salary <i>Allowance</i>	<u>\$ 6,000.00</u> Net Change
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TOTAL BUDGETARY IMPACT: \$ 11,303.00

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)

To adjust employee's salary in accordance with the Classification & Compensation plan.

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

[Signature]
Department Head

4/24/17
Date

[Signature]
Department of Human Resources

4/25/2017
Date

[Signature]
Department of Budget & Management

4/23/17
Date