



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: 06/05/2017
 DEPARTMENT NAME: CCL#2
 DEPARTMENT NO.: 022-001

CURRENT POSITION TITLE: Clerk I ^{DT}
 CURRENT SLOT NO.: T006
 REQUESTED POSITION TITLE: Clerk I (Temporary) ^{DT}

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
SALARY REQUEST:			\$ 0.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT:	\$ 5,760.00		

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:

06/19/2017	09/08/2017	Mon - Fri 8AM-5PM	40	12
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)

To assist with answering phones, data entry, and to assist staff members with office duties.

*** 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

6/6/17
 Date

6/08/2017
 Date

6/9/17
 Date