



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: 06/09/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Veteran's Services CURRENT SLOT NO.: 0009
 DEPARTMENT NO.: 370-001 REQUESTED POSITION TITLE: Assistant Veterans Services Officer

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 31,255.00</u>	<u>\$ 31,255.00</u>
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 31,255.00</u>		

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)**

M. Padilla for Valde Girona 6/9/17
 Department Head Date
Full Dominguez 6/12/2017
 Department of Human Resources Date
[Signature] 6/12/17
 Department of Budget & Management Date



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 DEPARTMENT NO.: 370-001 REQUESTED POSITION TITLE: Assistant Veterans Services Officer

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[Signature] Department Head Date 6/9/17
[Signature] Department of Human Resources Date 6/12/2017
[Signature] Department of Budget & Management Date 6/12/17