COUNTY OF HIDALGO
Human Resources Department

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JUN 22 2017
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: *COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.*

DATE: 06/21/2017
DEPARTMENT NAME: Health & Human Services
DEPARTMENT NO.: 340-051 Child Health Services Grant
CURRENT POSITION TITLE: Clerk II
CURRENT SLOT NO.: G002
REQUESTED POSITION TITLE:

REQUEST FOR: ☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other Reduction Budgeted Salary

SALARY REQUEST:	$ 20,967.00	$ 19,417.00	-$ 1,550.00
	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: -$ 1,550.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☑ Other Reduction in this funding source for this slot.

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)***

Grant award amount effective 09/01/2017 is not enough to cover existing Clerk II slot's pay. Another funding source will be used to make up the reduction in this funding source. (From Fund 1293 Program 052 to Fund 1293 Program 005.

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

Department Head	Date 06/21/2017
Department of Human Resources	Date 6/22/2017
Department of Budget & Management	Date 6/26/17

HR Form: 032 *2/9/2017*