



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: 05/31/2017 CURRENT POSITION TITLE: New
 DEPARTMENT NAME: Precinct 4 CRC CURRENT SLOT NO.: New T006, T007, T008, T009
 DEPARTMENT NO.: 124-077 REQUESTED POSITION TITLE: Clerk I

REQUEST FOR: New Position Temporary Position Position Reclassification* Other \$8,640.00

SALARY REQUEST: 0 (\$2,160 x 4 =) \$8,640.00 \$0.00
 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: \$0.00 \$8,640.00 new

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CRC Budget Account 124-077 (Lapsed Salaries) PR

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:

06/07/2017 08/04/2017 Monday-Friday 20 9 weeks
 Start Date End Date Work Schedule Hours Per Week Duration of Position

Annual Salary \$2,160.00 x 4 = \$8,640.00 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)

Temporary staff to attend with the summer program that will be held at the new Community Research Center

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

Rosendo Palacios
 Department Head
Alisa Delgado
 Department of Human Resources
[Signature]
 Department of Budget & Management

6/5/17
 Date
6/21/2017
 Date
6/20/17
 Date