



# 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: 06/26/2017 CURRENT POSITION TITLE: \_\_\_\_\_  
 DEPARTMENT NAME: Constable Precinct 4 CURRENT SLOT NO.: TOA5 (proposed)  
 DEPARTMENT NO.: 294 - 001 REQUESTED POSITION TITLE: Clerk I

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

SALARY REQUEST:	<u>Ø</u>	\$ 12,480.00	\$ 12,480.00
	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:	\$ 12,480.00		

**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  FLSA:  Exempt  
 Non-Exempt  Non-Exempt

**TEMPORARY POSITIONS:**

7/10/17 07/24/2017 01/24/2018 M-F 8a-5p 40+ 6 Months  
 Start Date End Date Work Schedule Hours Per Week Duration of Position  
 Annual Salary \$ 12,480.00 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)**

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

Department is under staffed and have had an increase in clerical duties in the past several months.

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

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