



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 07/07/2017 Current Slot No.: N/A
 Department Name: DA's Office Current Position Title: Proposed (T137)
 Department No.: 080-002 Requested Position Title: Administrative Assistant I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 12,249.60</u>	<u>\$ 12,249.60</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 12,249.60</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>07/11/2017</u>	<u>12/31/2017</u>	<u>Monday - Friday</u>	<u>40</u>	<u>24</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$26,547.00</u>		Hourly Rate <u>\$ 12.76</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>24</u>	<u>40</u>	<u>960</u>	<u>\$ 12.76</u>	<u>\$ 12,249.60</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Replacement needed for two key court assigned Administrative Assistant personnel in the DA's Misdemeanor Division who are currently on leave. Action is necessary to minimize loss in productivity and to meet daily needs and demands of the court system.

Form originally submitted on 06/28/17. Reanti

 Draulden Cantu
 Department Head Date 07/07/17

 Department of Human Resources Date 7/10/2017

 Department of Budget & Management Date 7/10/17