



# 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: 07/06/2017 Current Slot No.: ~~125-003~~ 0003 <sup>mm</sup>  
 Department Name: carthouse security SHERIFF'S OFFICE Current Position Title: DEPUTY SHERIFF STEP II  
 Department No.: 280-125 125-032 Requested Position Title: \_\_\_\_\_

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

SALARY REQUEST: \$ 45,691.00 \$ 0.00 -\$ 45,691.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \_\_\_\_\_ \$ 0.00 \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 45,691.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other To fund new position

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 Hours Per Year = Hourly Rate	Hourly Rate		

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** (Explain why position or adjustment request is essential)  
Position to be deleted to cover fundings to accommodate <sup>Senior</sup> Sr Deputy Step III, employee # <sup>50448</sup> to Courthouse <sup>Security</sup> Budget. <sup>mm</sup>

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

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

Date 7-6-17  
 Date 7/7/2017  
 Date 7/7/17





# 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: 07/06/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: courthouse security SHERIFF'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 280-125 - 125-032 Requested Position Title: Senior SR DEPUTY SHERIFF STEP III

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

<b>SALARY REQUEST:</b>	\$ 0.00 Current Budgeted Amount	\$ 51,834.00 Proposed Budgeted Amount	\$ 51,834.00 Net Change
<b>SALARY REQUEST:</b>	_____	_____	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 51,834.00		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input type="checkbox"/> Other <u>Funds from deleted slot #125-003</u>	

**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		Hourly Rate		
Annual Salary / 2080 Hours Per Year = Hourly Rate				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*  
To create position to accommodate <sup>Senior</sup> Sr Deputy Sheriff Step III, <sup>employee # 56448</sup> to Courthouse <sup>Security</sup> Budget. mm

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

Department Head <u>[Signature]</u> Department of Human Resources <u>[Signature]</u> Department of Budget & Management <u>[Signature]</u>	Date <u>7/6/17</u> <u>7/7/2017</u> Date <u>7/7/17</u> Date _____
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