



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.: T00301 *mm*
 Department Name: Hidalgo County Pct. 1 Current Position Title: _____
 Department No.: 121-004 Requested Position Title: Administrative Assistant I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 5,614.40</u>	<u>\$ 5,104.00</u>	<u>\$ 5,104.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>-\$ 5,614.40</u>	<u>\$ 5,104.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

TEMPORARY POSITIONS:

<u>07/24/2017</u>	<u>12/07/2017</u>	<u>Mon. - Fri. 8 a.m. - 12 p.m.</u>	<u>20</u>	<u>4 months</u>
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary <u>\$12.76 x 400 hrs. = \$5,104.00</u>		Hourly Rate <u>\$ 12.76</u>		
Annual Salary / 2080 Hours Per Year = Hourly Rate				

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

Temporary position needed to provide staff members with administrative support and enable other department staff to keep up with the daily needs and demands of the department.

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

Amy S. Smith
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

7/6/17
 Date
7/7/2017
 Date
7/10/17
 Date

