



# 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: 07/19/2017 CURRENT POSITION TITLE: Coordinator III  
 DEPARTMENT NAME: Pct 2 Rd Maintenance CURRENT SLOT NO.: 0101  
 DEPARTMENT NO.: 122-006 REQUESTED POSITION TITLE: Compliance Monitor <sup>new</sup>

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other Delete Position Title change

SALARY REQUEST:	\$ 49,597.00	<u>\$ 49,597.00</u> <u>to</u>	<u>0.00</u> <u>- \$ 49,597.00</u> <u>to</u>
	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:	<u>- \$ 49,597.00</u>	<u>0.00</u> <u>to</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Savings from deletion to fund creation of R&B position. No budgetary impact to

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 hrs per year = Hourly Rate		Hourly Rate	

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

Precinct 2 Re-Organization plan.

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

*Erin Zamora*  
Department Head Date: 7-19-17

*Karen Perez*  
Department of Human Resources Date: 7/19/2017

*[Signature]*  
Department of Budget & Management Date: 7/21/17