



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: 07/17/2017 Current Slot No.: See attached Exh. A
 Department Name: Pct. 1 Admin / Rd Maint. /Parks/ Current Position Title: See attached Exhibit A
 Department No.: San/CRC 121-004, 121-005, 121-013, 121-001, 121-050 Requested Position Title: See attached Exhibit A

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change funding source / position title changes

SALARY REQUEST:

	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change

	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
Annual Salary _____			Hourly Rate _____	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)*

Change in funding source and position title changes to meet the needs of the precinct operations.

(SEE ATTACHED LIST OF PROPOSED CHANGES OF TITLES AND FUNDING SOURCE)

Amy Smith
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

7/17/17
 Date

7/19/2017
 Date

7/20/17
 Date