



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: 08/18/2017 Current Slot No.: T006/T009
 Department Name: Precinct 4 Current Position Title: Clerk I
 Department No.: 124-077 Requested Position Title: Clerk I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change Work Status

SALARY REQUEST:	<u>\$ 2,160.00</u>	<u>\$ 9,120.00</u>	<u>\$ 6,960.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 2,160.00</u>	<u>\$ 9,120.00</u>	<u>\$ 6,960.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 13,920.00</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>08/22/2017</u>	<u>12/31/2017</u>	<u>Mon-Friday</u>	<u>40</u>	<u>19</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>19</u>	<u>40</u>	<u>760</u>	<u>\$ 12.00</u>	<u>\$ 9,120.00</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)

Positions are needed for additional clerical support in all departments.

Joseph Palacios Jr.
 Department Head
Kelli One
 Department of Human Resources
[Signature]
 Department of Budget & Management

8/18/17
 Date
8/18/2017
 Date
AUG 18 2017
 Date

