



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: 09/12/2017
 DEPARTMENT NAME: Pct 2 Administration
 DEPARTMENT NO.: 122-005
 CURRENT POSITION TITLE: Accountant III
 CURRENT SLOT NO.: 0013
 REQUESTED POSITION TITLE: Accounts Payable Supervisor

REQUEST FOR: New Position Temporary Position Position Reclassification* Other ~~Delete Position~~ title change

SALARY REQUEST:	\$ 45,920.00	<u>\$ 45,920.00</u>	<u>\$ 0.00</u>	<u>-\$ 45,920.00</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:	-\$45,920.00	<u>\$ 0.00</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.

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)**

Erika Zamora
 Department Head
 Date: 9/7/17

[Signature]
 Department of Human Resources
 Date: 9/13/2017

[Signature]
 Department of Budget & Management
 Date: 9/15/17