



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. PR

Date: 09/12/2017 Current Slot No.: 0128
 Department Name: District Attorney's Office Current Position Title: Administrative Assistant II
 Department No.: 080-002 Requested Position Title: Administrative Assistant II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other *Reallocation of funds salary adjustment (Reduce) ty*

SALARY REQUEST:	\$ 31,979.00	\$ 29,198.00	-\$ 2,781.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 2,781.00		

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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
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)*

Decreasing budgeted salary.

Pragilda Campi
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

09/13/17
 Date
9/14/17
 Date
9/15/17
 Date





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: 09/12/2017 Current Slot No.: 0130
 Department Name: District Attorney's Office Current Position Title: Administrative Assistant II
 Department No.: 080-002 Requested Position Title: Administrative Assistant II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other *Re-allocation of funds salary adjustment (credit)*

SALARY REQUEST:	\$ 31,979.00	\$ 29,198.00	-\$ 2,781.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 2,781.00		

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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
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)*

Decreasing budgeted salary.

Drabida Cantri
 Department Head

Walter Jones
 Department of Human Resources

[Signature]
 Department of Budget & Management

09/13/17
 Date

9/14/2017
 Date

9/15/17
 Date



