



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: 09/16/2017 Current Slot No.: T0031 (proposed)
 Department Name: Hidalgo County Pct. 1 Current Position Title: Maintenance II
 Department No.: 121-013 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>0</u>	<u>\$ 6,103.00</u>	<u>\$ 6,103.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 6,103.00</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>10/02/2017</u>	<u>12/15/2017</u>	<u>7 a.m. - 4 p.m. mon.-fri</u>	<u>40</u>	<u>11 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$13.87 x 440 hrs. = \$6,103.00</u>	Hourly Rate	<u>\$ 13.87</u>
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
<u>11</u>	<u>x</u>	<u>40</u>	<u>=</u>	<u>440</u>
No. of Weeks		Hours per Week		Total Hours
			<u>x</u>	<u>\$13.87</u>
				<u>=</u>
				<u>\$ 6,103.00</u>
				Budgeted Salary

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

Due to the current position being out on a Leave of Absence and considering the shortage of staff, this position is needed to assist with the department's high demand of workload

 Department Head

 Department of Human Resources

 Department of Budget & Management

9/15/17
 Date
9/21/2017
 Date
9/22/2017
 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: 09/21/2017 Current Slot No.: (proposed) T0162
 Department Name: Hidalgo County Precinct 1 Current Position Title: ~~Crew Leader II~~ *fy*
 Department No.: 121-005 Requested Position Title: Maintenance III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>10,072.00</u> \$ 18,595.00	<u>10,072.00</u> \$ 18,595.00 <i>fy</i>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 18,595.00</u> <u>10,072.00</u> <i>fy</i>	

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:

10/02/2017	<u>12/31/17</u>	7 a.m. - 4 p.m.	40	<u>24</u> <u>13</u> <i>fy</i>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	\$19.37 x <u>520</u> hrs. = <u>\$10,072.00</u>	Hourly Rate	\$ 19.37	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>24</u> <u>13</u>	<u>40</u>	<u>960</u> <u>520</u>	<u>\$ 19.37</u>	<u>\$ 18,595.00</u> <u>\$ 10,072.00</u> <i>fy</i>
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)

Due to the current position being out on a Leave of Absence and considering the shortable of staff, this position is needed to assist with the department's high demand of workload.

Amy Spink
 Department Head

Mike Okey
 Department of Human Resources

[Signature]
 Department of Budget & Management

9/21/17
 Date

9/22/2017
 Date

9/22/2017
 Date

