



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: 10/04/2017 Current Slot No.: T023
 Department Name: PUBLIC DEFENDER'S Current Position Title: CLERK I
 Department No.: 085-003 Requested Position Title: CLERK I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 4,848.00</u>	<u>\$ 4,848.00</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>\$ 4,848.00</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>10/27/2017</u>	<u>12/31/2017</u>	<u>8:00 a.m. to 5:00 p.m. Mon. -Friday</u>	<u>40</u>	<u>10</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>25,207.00 / 4,848.00</u>		Hourly Rate <u>\$ 12.12</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>40</u>	<u>400</u>	<u>\$ 12.12</u>	<u>\$ 4,848.00</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)

To extend temporary position from October 27, 2017 through December 31, 2017.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

Date 10/4/17
 Date 10/11/2017
 Date 10/12/17

