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: 10/11/2017

Current Slot No.: 0071

Department Name: County Clerk

Current Position Title: Collections Enforcement Officer II

Department No.: 180-001

Requested Position Title:

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Delete Position

SALARY REQUEST: $ 31,252.00 (Current Budgeted Amount) | (Proposed Budgeted Amount) | -$ 31,252.00 (Net Change)

SALARY REQUEST: (Current Budgeted Amount) | (Proposed Budgeted Amount) | $ 0.00 (Net Change)

TOTAL BUDGETARY IMPACT: -$ 31,252.00

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)*

Department Head — Date: 10/16/17

Department of Human Resources — Date: 10/17/2017

Department of Budget & Management — Date: 10/17/17

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HR Form: 028
Revised: 07/07/2017

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: 10/11/2017

Current Slot No.: 0078 (Proposed)

Department Name: County Clerk

Current Position Title:

Department No.: 180-001

Requested Position Title: Deputy County Clerk II

REQUEST FOR: ☑ New Position ☐ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$ 30,676.00	$ 30,676.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 30,676.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other Fundedfrom deleted position (slot# 0071)

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 _____ (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) 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)*

Re-organization of personnel. Funded from deleted position (slot# 0071)

Department Head — Date: 10/14/17

Department of Human Resources — Date: 10/17/2017

Department of Budget & Management — Date: 10/17/17

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