



# 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: 10/12/2017 Current Slot No.: 0194 (Proposed)  
 Department Name: Elections Department Current Position Title: \_\_\_\_\_  
 Department No.: 130-001 Requested Position Title: Elections Surveyor

REQUEST FOR:  New Position  Temporary Position  Position Reclassification \*  Other \_\_\_\_\_

SALARY REQUEST: \_\_\_\_\_ \$ 33,755.00 \$ 33,755.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \_\_\_\_\_ \$ 0.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 33,755.00

**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	Duration of Position
Annual Salary _____		Annual Salary / 2080 Hours Per Year = Hourly Rate	Hourly Rate _____	

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** (Explain why position or adjustment request is essential)  
 This position is a requirement as per the Department of Justice's Settlement Agreement with the County of Hidalgo.

**\* POSITION RECLASSIFICATION COMMENTS:** (Attach completed Reclassification Analysis Form and additional pages if needed)

Yvonne Roman  
 Department Head  
Blaine Prezzi  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

10/12/17  
 Date  
10/13/2017  
 Date  
10/13/17  
 Date

