# 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: 10/20/2017

Current Slot No.: 0097

Department Name: Facilities Management

Current Position Title: Welder I

Department No.: 220-001

Requested Position Title: Carpenter I

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

| | | | |
|---|---|---|---|
| ***SALARY REQUEST:*** | $ 24,960.00 | $ 24,960.00 | $ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| ***SALARY REQUEST:*** | | | $ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

***TOTAL BUDGETARY IMPACT:*** $ 0.00

**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 (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)*

Welder position no longer needed. Department requires a Carpenter position.

Department Head — Date 10/20/17

Department of Human Resources — Date 10/23/2017

Department of Budget & Management — Date 10/23/2017

RECEIVED OCT 23 2017 HUMAN RESOURCES

*HR Form: 028*
*Revised: 07/07/2017*