



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: 10/26/2017 Current Slot No.: _____
 Department Name: Elections Contract §31.100 Current Position Title: _____
 Department No.: 130-023 Requested Position Title: Elections Surveyor (Slot 0001 & 0002)

REQUEST FOR: New Position Temporary Position Position Reclassification * Other Change In Funding Src

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 33,755.00</u> Proposed Budgeted Amount	<u>\$ 33,755.00</u> Net Change
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TOTAL BUDGETARY IMPACT:	<u>\$ 67,510.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Appropriation of funds;7-1100-255-02-000-006-0-000

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 **FLSA:** Exempt
 Non-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)*

Positions will be funded by Elections Contract §31.100 (130-023) through Dec. 31, 2018; change in funding source is required.

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

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/27/17
 Date
10/27/2017
 Date
10/27/2017
 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: 10/26/2017 Current Slot No.: 0194 & 0195
 Department Name: Elections Dept. Current Position Title: Elections Surveyor
 Department No.: 130-001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position Position Reclassification * Other Change In Funding Src

SALARY REQUEST:	<u>\$ 33,755.00</u>	<u>\$ 0.00</u>	<u>-\$ 33,755.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 33,755.00</u>	<u>\$ 0.00</u>	<u>-\$ 33,755.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 67,510.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
		Annual Salary _____	Hourly Rate _____	
		Annual Salary / 2080 Hours Per Year = Hourly Rate		

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*
Positions will be funded by Elections Contract \$31,100 (130-023) through Dec. 31, 2018; change in funding source is required.

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

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

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