



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: 11/17/2017 Current Slot No.: 040
 Department Name: SHERIFF'S OFFICE Current Position Title: for Detention SERGEANT STEP I
 Department No.: 280-002 Requested Position Title: for Detention SERGEANT STEP IV

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

SALARY REQUEST:	<u>\$ 39,090.00</u> Current Budgeted Amount	<u>\$ 43,340.00</u> Proposed Budgeted Amount	<u>\$ 4,250.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change

TOTAL BUDGETARY IMPACT: \$ 4,250.00

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)*

Fundings for Sergeant promotion; which current slot number budgeted for step I and employee promoted currently in highest step.

 Department Head

 Department of Human Resources

 Department of Budget & Management

11-16-17
 Date
11/28/2017
 Date
11/30/17
 Date