



# COUNTY OF HIDALGO

## Human Resources Department



### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 12/07/2017      CURRENT POSITION TITLE: ~~Administrative Assistant I~~ <sup>fg</sup>  
 DEPARTMENT NAME: Hidalgo County Precinct 1      CURRENT SLOT NO.: (proposed) T-034  
 DEPARTMENT NO.: 121-004      REQUESTED POSITION TITLE: Administrative Assistant I

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

SALARY REQUEST:      \_\_\_\_\_      \$ 6,125.00      \$ 6,125.00  
    Current Grade & Step      Proposed Grade & Step      Net Change  
    Budgeted Salary      Budgeted Salary

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:

<u>01/08/2018</u> <sup>fg</sup>	<u>03/30/2018</u> <sup>fg</sup>	<u>Mon. - Fri. 8 a.m. - 12 p.m.</u>	<u>40</u>	<u>12 weeks</u>
Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary <u>\$12.76 x 480 hrs. = \$6,125.00</u>		Hourly Rate _____	<u>\$ 12.76</u>	
Annual Salary / 2080 hrs per year = Hourly Rate				

**JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Temporary position needed to provide staff members with administrative support with the daily demand of the department.

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

Slot 30 will remain vacant to fund the creation of this temporary position  
<sup>fg</sup> 0030

*[Signature]*  
 Department Head

*[Signature]*  
 Department of Human Resources

*[Signature]*  
 Department of Budget & Management

12/07/2017  
 Date

12/08/2017  
 Date

12/11/17  
 Date





# COUNTY OF HIDALGO

## Human Resources Department



### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 12/07/2017 CURRENT POSITION TITLE: Truck Driver III  
 DEPARTMENT NAME: Hidalgo County Precinct 1 CURRENT SLOT NO.: 0043  
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: Maintenance II

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other position title change

SALARY REQUEST: \$29,241.00 \$ 29,241.00 \$ 29,241.00 -  
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change  
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	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

**JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**  
Position title change to meet the needs of the precinct operations.

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

Amy S Smith  
 Department Head  
Kelli Delgado  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

12/07/2017  
 Date  
12/08/2017  
 Date  
12/11/17  
 Date