



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: 12/04/2017 Current Slot No.: 001-125 ¹⁰ _{FB}
 Department Name: WIC PROGRAM Current Position Title: CLERK II
 Department No.: 350 -001 _{FB} Requested Position Title: _____

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

SALARY REQUEST: \$ 24,960.00 -\$ 24,960.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 24,960.00

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 **FLSA:** Exempt
 Non-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)*
Position no longer needed- Created a Clerk I position.

Clara Ramirez _{FB}
 Department Head
Steve Polyzos
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/04/2017
 Date
12/12/2017
 Date
DEC 14 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: 12/04/2017 Current Slot No.: 001-260¹⁰Proposed Ko
 Department Name: WIC PROGRAM Current Position Title: _____
 Department No.: 350 - 001 Ky Requested Position Title: CLERK I

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

SALARY REQUEST:	\$ 24,960.00	\$ 24,960.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 24,960.00	

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 **FLSA:** Exempt
 Non-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)*

Reorganization of personnel using funds from Clerk II deleted position.

Claudia Ramirez AR
 Department Head
Karee Puying
 Department of Human Resources
BS
 Department of Budget & Management

12/04/2017
 Date
12/12/2017
 Date
DEC 14 2017
 Date

