



# 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: 12/15/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: ELECTION Current Position Title: \_\_\_\_\_  
 Department No.: 130 Requested Position Title: Elections Survey Tech 1

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

<b>SALARY REQUEST:</b>	<u>25,679 x 4</u> \$ 102,716.00	<u>25,679 x 4</u> \$ 102,716.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 102,716.00</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:**

<u>01/02/2018</u>	<u>06/30/2018</u>	<u>Monday-Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$25,679/2,080 = 12.35</u>	Hourly Rate	<u>\$ 12.35</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.35</u>	<u>\$ 12,844.00</u>
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)**

These positions are required to support the Elections Surveyor as per the Department of Justice's Settlement agreement with the County of Hidalgo.

*Wonne Reiman*  
 Department Head  
*Paul Sargent*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

12-15-17  
 Date  
12/15/2017  
 Date  
12/19/17  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: ELECTIONS

Department No.: 130

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
		Elections Survey Tech 1	0.00	\$25,679.00
		Elections Survey Tech 1	0.00	\$25,679.00
		Elections Survey Tech 1	0.00	\$25,679.00
		Elections Survey Tech 1	0.00	\$25,679.00