



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: 12/14/2017 Current Slot No.: 0002-0085 (proposed) tg
 Department Name: Precinct 4 Current Position Title: Budget Manager I - Grade 15
 Department No.: 124-009 tg Requested Position Title: Budget Manager I - Grade 15 tg

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

SALARY REQUEST:	<u>0.00 tg</u> Current Budgeted Amount	\$ 57,850.00 Proposed Budgeted Amount	<u>57,850.00 tg</u> Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 6,815.00 tg</u>	<u>57,850.00 tg</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 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)

Joseph Pulcinio
 Department Head

 Department of Human Resources

 Department of Budget & Management

12-15-17
 Date
12/15/2017
 Date
12/19/17
 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: 12/14/2017 Current Slot No.: 0002
 Department Name: Precinct 4 Current Position Title: Budget Analyst III
 Department No.: 124-007 kg Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 51,035.00</u>	<u>\$ 51,035.00 - 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount <u>kg</u>	Net Change <u>-51,035.00 kg</u>
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</u>	<u>-51,035.00 kg</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 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)

Department Head: Joseph Palacios
 Department of Human Resources: [Signature]
 Department of Budget & Management: [Signature]

Date: 12-15-17
 Date: 12/15/2017
 Date: 12/18/17

