



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.: 0001 (Proposed)
 Department Name: Justice of the Peace Pct. 5 Current Position Title: _____
 Department No.: 069-001 Requested Position Title: Justice of the Peace

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

| | | | |
|--|--------------------------|--------------|--|
| SALARY REQUEST: | \$ 82,400.00 | \$ 82,400.00 | |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change | |
| <i>Allowance</i> SALARY REQUEST: | \$ 10,000.00 | \$ 10,000.00 | |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change | |
| TOTAL BUDGETARY IMPACT: | \$ 92,400.00 | | |

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)

Creation of Precinct 5 Justice of the Peace.

Department Head _____
[Signature]
 Department of Human Resources _____
[Signature]
 Department of Budget & Management _____

Date 12/15/17
 Date 12/18/2017
 Date 12/18/17



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.: 0001 (Proposed)
 Department Name: Constable Pct. 5 Current Position Title: _____
 Department No.: 295-001 Requested Position Title: Constable

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

| | | | |
|--------------------------------|--------------------------|--------------|--|
| SALARY REQUEST: | \$ 82,400.00 | \$ 82,400.00 | |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change | |
| <i>Allowance</i> | | | |
| SALARY REQUEST: | \$ 14,000.00 | \$ 14,000.00 | |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change | |
| TOTAL BUDGETARY IMPACT: | \$ 96,400.00 | | |

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)

Creation of Constable Precinct 5

Department Head _____
[Signature]
 Department of Human Resources _____
[Signature]
 Department of Budget & Management _____

Date 12/15/17
12/18/2017
 Date _____
12/18/17
 Date _____