



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.: N/A T139 (proposed)
 Department Name: DA'S OFFICE Current Position Title: TBD
 Department No.: 080-002 Requested Position Title: ADMINISTRATIVE ASSISTANT I

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

SALARY REQUEST:	<u>\$ 13,754.00</u>	<u>\$ 13,754.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 13,754.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2018</u>	<u>07/01/2018</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>13754.00</u>		Hourly Rate <u>\$ 13.23</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 13.23</u>	<u>\$ 13,759.20</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)

REPLACEMENT NEEDED FOR ONE COURT ASSIGNED KEY POSITION IN THE MISDEMEANOR DIVISION. CURRENT EMPLOYEE IS ON INTERMITTENT FMLA LEAVE. ACTION IS NECESSARY TO MINIMIZE LOSS IN PRODUCTIVITY AND TO MEET THE DAILY NEEDS AND DEMANDS OF THE COURT SYSTEM.

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

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

