



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: 12/13/2017 Current Slot No.: 0005
 Department Name: Planning and Engineering Current Position Title: County Projects Coordinator
 Department No.: 210-002 Requested Position Title: GIS Operator IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Position Title Change

SALARY REQUEST:	<u>\$ 54,904.00</u>	<u>\$ 54,904.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)

An increase in the amount of County assets and general infrastructure in addition to constantly changing map boundaries and development demands a full time staff of highly skilled individuals in the field that is GIS Technology. The creation of the GIS Operator IV will solidify this division of the Planning Dept. and allow for continued maintenance of the above mentioned.

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

12-13-17
 Date
12/15/2017
 Date
12/15/17
 Date