COUNTY OF HIDALGO
Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: *COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.*

DATE:	01/05/2018	**CURRENT POSITION TITLE:**	Maintenance III
DEPARTMENT NAME:	Hidalgo County Precinct 1	**CURRENT SLOT NO.:**	T0162
DEPARTMENT NO.:	121-005	**REQUESTED POSITION TITLE:**	Maintenance III

REQUEST FOR: ☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☑ Other Extend Temp FT pos.

SALARY REQUEST:

Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
	$ 9,298.00	$ 9,298.00

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	Duration of Position
01/01/2018	03/16/2018	7 a.m. - 4 p.m.	40	12 weeks

Annual Salary $19.37 x 480 hrs. = $9,298.00 Hourly Rate $ 19.37

Annual Salary / 2080 hrs per year = Hourly Rate

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: ***(Explain why position or adjustment request is essential)***

Extending position due to the current position being out on a Leave of Absence. This position is needed to assist with the department's high demand of workload.

* **POSITION RECLASSIFICATION COMMENTS:** ***(Attach completed Reclassification Analysis Form and additional pages if needed)***

Department Head	Date 01/05/2018
Department of Human Resources	Date 1/05/2018
Department of Budget & Management	Date 1/5/18

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HR Form: 032