



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: 11/17/2017 Current Slot No.: 0003 *to*
 Department Name: 398th District Court Current Position Title: Assistant Court Coordinator
 Department No.: 009 Requested Position Title: Assistant Court coordinator *to*

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

SALARY REQUEST: <u>\$ 55,000.00</u>	<u>\$ 57,500.00</u>	<u>\$ 2,500.00</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>\$ 2,500.00</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:**

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)

Employee demonstrates excellent job performance and job responsibilities. Great communication and computer skills. Efficient and friendly. Multi-tasks and excellent organization skills.

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

Date 12/5/17
 Date 1/05/2017
 Date 1/5/18

