



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: 01/10/2018 Current Slot No.: T-430, T-431 ^{446, 447} _{to (Proposed)}
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280-002 Requested Position Title: DETENTION OFFICER STEP I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 31,060 ^{32,305}	\$ 31,060 ^{32,305}
Current Budgeted Amount	\$ 32,305.00	\$ 32,305.00
	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 31,060 ^{32,305}	\$ 31,060 ^{32,305}
Current Budgeted Amount	\$ 32,305.00	\$ 32,305.00
	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 64,610.00 ^{64,610.00} _{PR}	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funds full time emp. in Military, FMLA etc.

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> ¹⁶ _{to}	<u>12/31/2018</u>		<u>40</u>	<u>12 MONTHS</u>
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				
<u>52</u>	<u>40</u>	<u>2080</u>	<u>\$ 15.53</u>	<u>\$ 31,060.00</u> _{to}
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)

Funds from full time employees in long term Military Leave, FMLA, etc.

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

Date 1-10-18
 Date 1/12/2018
 Date 1/12/18





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: SHERIFF'S OFFICE

Department No.: 280-002



Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
⁴⁴⁸ T-432		DETENTION OFFICER STEP I	† 32,305	\$32,305.00 † 34,060
⁴⁴⁹ T-433		DETENTION OFFICER STEP I	† 32,305	\$32,305.00 † 34,060
⁴⁵⁰ T-435		DETENTION OFFICER STEP I	† 32,305	\$32,305.00 † 34,060