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: 03/16/2018

DEPARTMENT NAME: Hidalgo County Precinct 1

DEPARTMENT NO.: 121-004

CURRENT POSITION TITLE: Administrative Assistant I

CURRENT SLOT NO.: T-034

REQUESTED POSITION TITLE: Administrative Assistant I

REQUEST FOR: ☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☑ Other extend Temporary Position

SALARY REQUEST:

Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
	$ 2,042.00	$ 2,042.00

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
03/26/2018	04/27/2018	Mon. - Fri. 8 a.m. - 5 p.m.	40	4 weeks

Annual Salary $12.76 x 160 hrs. = $2,042.00 Hourly Rate $ 12.76

Annual Salary / 2080 hrs per year = Hourly Rate

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

Requesting temporary position to be extended in order to continue assisting staff members with administrative support with the daily demand of the department.

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

Department Head	Date 03/16/2018
Department of Human Resources	Date 3/19/2018
Department of Budget & Management	Date 3/19/18

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DEPARTMENT OF HUMAN RESOURCES

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: 03/16/2018

DEPARTMENT NAME: Hidalgo County Precinct 1

DEPARTMENT NO.: 121-004

CURRENT POSITION TITLE: Administrative Assistant I

CURRENT SLOT NO.: T-035

REQUESTED POSITION TITLE: Administrative Assistant I fg

REQUEST FOR: ☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☑ Other extend Temporary Position & change to temporary FT

SALARY REQUEST:

Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
	$ 20,416.00	$ 20,416.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING: fg

☒ 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 fg ☒ Part Time Temporary Object Code 122 fg

CIVIL SERVICE: ☑ Exempt ☐ Non-Exempt

FLSA: ☒ Exempt ☑ Non-Exempt fg

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
03/26/2018	12/28/2018	Mon. - Fri. 8 a.m. - 5 p.m.	40	40 weeks

Annual Salary: $12.76 x 1600 hrs. = $20,416.00 Hourly Rate: $ 12.76

Annual Salary / 2080 hrs per year = Hourly Rate

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

Requesting temporary position to be extended in order to continue assisting staff members with administrative support with the daily demand of the department.

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

Department Head	Date 03/16/2018
Department of Human Resources	Date 3/19/2018
Department of Budget & Management	Date 3/19/18

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