# 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: 04/12/2018

Current Slot No.: A042 (Proposed)

Department Name: HIDTA CH. 59

Current Position Title: Criminal Investigator II

Department No.: 270-011

Requested Position Title: Criminal Investigator II

**REQUEST FOR:** ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Create Longevity Slot

| | | | |
|---|---|---|---|
| ***SALARY REQUEST:*** | $ 0.00 | $ 540.00 | $ 540.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| ***SALARY REQUEST:*** | | | $ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

***TOTAL BUDGETARY IMPACT:*** $ 540.00

**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 _____ No. of Weeks _____

Annual Salary _____ Hourly Rate _____

Step 1 Salary / 2,080 Hours Per Year = 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)*

Create longevity slot

Department Head _____ Date 04/12/18

Department of Human Resources _____ Date 4/17/2018

Department of Budget & Management _____ Date _____

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DEPARTMENT OF HUMAN RESOURCES

*HR Form: 028*
*Revised: 07/07/2017*