



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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APR 30 2018

DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 04/27/2018 Current Slot No.: T034
 Department Name: Pct. 1 Administration Current Position Title: Administrative Assistant I
 Department No.: 121-004 Requested Position Title: Administrative Assistant I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temp. Position

SALARY REQUEST:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: _____

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:**

<u>05/01/2018</u>	<u>05/31/2018</u>	<u>Mon. - Fri. 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>4.6 weeks</u> <i>ky</i>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$2,042.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.76</u>	
<u>4.6</u>	<u>40</u>	<u>160</u>	<u>\$ 12.76</u>	<u>\$ 2,042.00</u> <i>ky</i>
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)

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

David [Signature]
 Department Head

04-27-18
 Date

Department of Human Resources _____ Date _____
 Department of Budget & Management _____ Date _____