



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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MAY - 7 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: 05/03/2018 Current Slot No.: T080 (proposed)
Department Name: District Clerk Current Position Title: _____
Department No.: 090-001 Requested Position Title: Clerk II

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

SALARY REQUEST: _____ \$ 0.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ \$ 0.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

05/29/2018 11/09/2018 M - F 8:00 - 5:00 40 24
Start Date End Date Work Schedule Hours per Week No. of Weeks

Annual Salary \$25,470.00 Hourly Rate \$ 12.25
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate

24 40 960 \$ 12.25 \$ 11,760.00
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 in order to assist staff members with administrative support and with the daily demands of the department.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

05/03/2018
Date

5/07/2018
Date

5/7/18
Date

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COUNTY AUDITOR
2018 MAY 4 PM 4 29