



# 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: 05/15/2018 Current Slot No.: T007/T008  
 Department Name: Precinct 4 Current Position Title: Clerk ✓ 46  
 Department No.: 124-077 Requested Position Title: Clerk ✓

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend Temp Positions

<b>SALARY REQUEST:</b>	<u>\$ 6,240.00</u> Current Budgeted Amount	<u>\$ 6,240.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 6,240.00</u> Current Budgeted Amount	<u>\$ 6,240.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 0.00</u>		

**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>07/01/2018</u> Start Date	<u>12/31/2018</u> End Date	<u>Monday-Friday</u> Work Schedule	<u>20</u> Hours per Week	<u>26</u> No. of Weeks
Annual Salary <u>6240</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u> No. of Weeks	<u>x</u>	<u>20</u> Hours per Week	<u>=</u>	<u>520</u> Total Hours
		<u>x</u>	<u>\$ 12.00</u> Hourly Rate	<u>=</u>
				<u>\$ 6,240.00</u> Budgeted Salary

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

Requesting to extend current temporary positions due to upcoming summer programs and for additional clerical support in all departments

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

Date 5-15-18  
 Date 5/15/18  
 Date 5/18/18





# 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: 05/15/2018 Current Slot No.: T006/T009  
 Department Name: Precinct 4 Current Position Title: Clerk ~~+~~ <sup>TS</sup>  
 Department No.: 124-077 Requested Position Title: Clerk ~~+~~

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend Temp Positions

<b>SALARY REQUEST:</b>	<u>\$ 12,480.00</u>	<u>\$ 12,480.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 12,480.00</u>	<u>\$ 12,480.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 0.00</u>		

**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 <sup>TS</sup>  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>07/01/2018</u>	<u>12/31/2018</u>	<u>Monday-Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12480</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.00</u>	<u>\$ 12,480.00</u>
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 to extend current temporary positions due to upcoming summer programs and for additional clerical support in all departments

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

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