



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: 05/18/2018 Current Slot No.: T024 (proposed) 01
 Department Name: Precinct 2 Administration Current Position Title: _____
 Department No.: 122-005 Requested Position Title: Administrative Assistant I

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

SALARY REQUEST:

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

<u>06/11/2018</u>	<u>12/14/2018</u>	<u>Mon-Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>13,338.00</u>		Hourly Rate <u>\$ 12.35</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1,080.00</u>	<u>\$ 12.35</u>	<u>\$ 13,338.00</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 temporary position in order to assist current staff with the daily department workload.

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

5/18/18.
 Date

5/18/18
 Date

5/21/18
 Date





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: 05/18/2018 Current Slot No.: T102 (proposed) OT
 Department Name: Precinct 2 Road Maintenance Current Position Title: _____
 Department No.: 122-006 Requested Position Title: Maintenance I

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

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	<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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/11/2018</u>	<u>12/14/2018</u>	<u>Mon-Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>13,230.00</u>		Hourly Rate <u>\$ 12.25</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080.00</u>	<u>\$ 12.25</u>	<u>\$ 13,230.00</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 temporary position in order to assist current staff with the daily department workload.

Gieta Zamora
 Department Head
Kelli Pulgarin
 Department of Human Resources
[Signature]
 Department of Budget & Management

5/18/18
 Date
5/18/18
 Date
5/21/18
 Date

