



COUNTY OF HIDALGO

Human Resources Department

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 06/07/2018 CURRENT POSITION TITLE: Clerk IV
 DEPARTMENT NAME: Hidalgo County Pct. 1 CURRENT SLOT NO.: 0009
 DEPARTMENT NO.: 121-004 REQUESTED POSITION TITLE: _____

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

SALARY REQUEST: \$ 39,253.00 Proposed Grade & Step Budgeted Salary -\$ 39,253.00 Net Change
Current Grade & Step Budgeted Salary

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	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

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

Position no longer needed. /To fund new position, Maintenance IV for 121-005, slot #0166

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Amy J Smith
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

06/07/2018
 Date
6/07/2018
 Date
6/2/18
 Date

