



# 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: 06/13/2018 CURRENT POSITION TITLE: Truck Driver II  
 DEPARTMENT NAME: Hidalgo County Pct. 1 CURRENT SLOT NO.: 0044  
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other delete

SALARY REQUEST: \$ 28,840.00 \$ 26,796.00 - \$ 28,840.00 - \$ 26,796.00 ty  
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

**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 is no longer needed. To fund new position, Truck Driver III for 121-005, slot 0167

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

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David Ay  
 Department Head  
Gene Ferguson  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

06/13/2018  
 Date  
6/14/2018  
 Date  
6/15/18  
 Date







