



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: 06/22/2018 Current Slot No.: ky -0001,0002
 Department Name: Elections Current Position Title: ky Elections Supervyror (Slot 0001 & 0002)
 Department No.: 130-023 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position* <u>33,755.00</u>	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other <u>Delete</u>
SALARY REQUEST:	<u>\$ 67,510.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 67,510.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 67,510.00</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 ky
 Non-Exempt

*** TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>	<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>	
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

As per the settlement agreement with the County of Hidalgo and Department of Justice, as the positions has evolved and developed, the increase workload has required the positions to require a supervisory structure within department.

Margaret Brown
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

06/22/2018
 Date
6/25/2018
 Date
7/2/18
 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: 06/22/2018 Current Slot No.: 0003 (proposed)
 Department Name: Elections Current Position Title: _____
 Department No.: 130-023 Requested Position Title: Elections Surveyor II

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

SALARY REQUEST:	\$ 39,371.00	\$ 39,371.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:	\$ 0.00	\$ 0.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 39,371.00		

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 *ky*
 Non-Exempt *ky* Non-Exempt

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate	
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)*

As per the settlement agreement with the County of Hidalgo and Department of Justice, as the positions has evolved and developed, the increase workload and increase of resources has required this position to take supervisory role to the within department.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

06/22/2018
Date

6/20/2018
Date

7/2/18
Date

