



# 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: 07/03/2018 Current Slot No.: 0002 017-009/Proposed ky  
 Department Name: WIC Program Current Position Title: \_\_\_\_\_  
 Department No.: 350-018 Requested Position Title: Registered Nurse (IBCLC) III

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

<b>SALARY REQUEST:</b>	<u>\$ 57,850.00</u>	<u>\$ 57,850.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>SALARY REQUEST:</b>	<u>                    </u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 57,850.00

**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>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u>                    </u>		<u>                    </u>	<u>                    </u>	<u>                    </u>
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate <u>                    </u>
<u>                    </u>	x	<u>                    </u>	=	<u>                    </u>
No. of Weeks		Hours per Week	Total Hours	x Hourly Rate = Budgeted Salary

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

This position is needed to meet Lactation Center needs.

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 Department Head  
                      
 Department of Human Resources  
                      
 Department of Budget & Management

07/03/2018  
 Date  
7/09/2018  
 Date  
7/12/18  
 Date

