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: 07/11/2018

Current Slot No.: 0014

Department Name: TX Agrilife Extension

Current Position Title: Outreach Specialist II

Department No.: 380-001

Requested Position Title: Community Outreach Program Specialist

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Title Change

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 32,758.00	$ 32,758.00	$ 0.00
SALARY REQUEST:			$ 0.00

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 ☑ Non-Exempt **FLSA:** ☐ Exempt ☑ Non-Exempt

* **TEMPORARY POSITIONS:**

Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks

Annual Salary _____ Hourly Rate _____

Step 1 Salary / 2,080 Hours Per Year = 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)*

Requesting to revert title to Community Outreach Program Specialist

Andrea Valdez
Department Head — Date: 7/11/18

Department of Human Resources — Date: 7/12/2018

Department of Budget & Management — Date: 7/16/18

RECEIVED
JUL 11 2018
DEPARTMENT OF HUMAN RESOURCES

HR Form: 028
Revised: 07/07/2017