



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: 07/10/2018 Current Slot No.: 0029
 Department Name: Tax Office Current Position Title: Bookkeeper II
 Department No.: 140-001 Requested Position Title: Deputy Clerk II ky

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

SALARY REQUEST:	<u>\$ 31,255.00</u> Current Budgeted Amount	<u>\$31,255.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 31,255.00</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 **FLSA:** Exempt
 Non-Exempt 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>Hourly Rate</u>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u>	x	<u>Hours per Week</u>	=	<u>Total Hours</u>
			x	<u>Hourly Rate</u>
				= <u>Budgeted Salary</u>

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

~~Delete Position / Reorganization of Personnel~~
Title change

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

7-10-18
 Date
7/12/2018
 Date
7/13/18
 Date

