



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: 07/09/2018 Current Slot No.: 004-0001
 Department Name: County Clerk's Office Current Position Title: Records Facility Manager
 Department No.: 180 -004 Requested Position Title: Deputy County Clerk III

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

SALARY REQUEST:	<u>\$ 49,597.00</u>	<u>Proposed Budgeted Amount</u>	<u>-\$ 49,597.00</u>
	Current Budgeted Amount		Net Change
SALARY REQUEST:		<u>\$ 39,052.00</u>	<u>\$ 39,052.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 10,545.00</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:**

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)

Duties and responsibilities have been reduced significantly

Annette C. Muñiz, Chief Deputy
 Department Head
 Department of Human Resources
 Department of Budget & Management

07/09/2018
 Date
7/12/2018
 Date
2/13/18
 Date

