



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: 07/25/2018 Current Slot No.: 0008
 Department Name: Constable Pct. 2 Current Position Title: Switchboard Operator
 Department No.: 292-001 Requested Position Title: Communications Officer

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

SALARY REQUEST:	\$ 29,690.00 Current Budgeted Amount	\$ 37,893.00 Proposed Budgeted Amount	\$ 8,203.00 Net Change
SALARY REQUEST:	<u>\$ 5,203.00</u> Current Budgeted Amount	<u>\$ 5,203.00</u> Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 8,203.00 <u>\$ 5,203</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 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)

Position will be reclassified under the law enforcement pay plan

Department Head _____

Date 7-26-18

Department of Human Resources _____

Date 7/27/2018

Department of Budget & Management _____

Date 7/27/2018

