



# 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: 07/26/2018 Current Slot No.: 0045  
 Department Name: Information Technology Current Position Title: Data Center Project Manager III  
 Department No.: 200-001 Requested Position Title: Data Center Project Manager III

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other Step Adjustment

<b>SALARY REQUEST:</b>	<u>\$ 53,565.00</u>	<u>\$ 55,440.00</u>	<u>\$ 1,875.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 1,875.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_ ky

**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)**

Step adjustment - AS PER CLASSIFICATION PLAN POLICY

Raul Perez  
 Department Head  
Shirley Kelly  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

7/26/2018  
 Date  
7/26/2018  
 Date  
7/27/18  
 Date