



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: 07/18/2018 Current Slot No.: 005-0063
 Department Name: Precinct 3 Current Position Title: Tire Repair Specialist I
 Department No.: 123-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 31,827.00</u>	<u>\$0.00</u>	<u>-\$ 31,827.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 31,827.00</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)*

Position no longer needed. This department will require/create a Tire Specialist II.

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

7-18-18
 Date

7/25/2018
 Date

7/25/18
 Date

RECEIVED

JUL 24 2018

DEPARTMENT OF HUMAN RESOURCES

E-MAILED

7/20/18



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: 07/18/2018 Current Slot No.: 005-0109 (proposed) ty
 Department Name: Precinct 3 Current Position Title: _____
 Department No.: 123 -005 Requested Position Title: Tire Repair Specialist II

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

SALARY REQUEST: \$0.00 ty \$ 31,255.00 \$ 31,255.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 31,255.00

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 **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)*

Position needed to assist with the daily high demand of the department

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

7-18-18
 Date
7/25/2018
 Date
7/27/18
 Date

RECEIVED

JUL 24 2018

DEPARTMENT OF HUMAN RESOURCES

E-MAILED

7/27/18