



# COUNTY OF HIDALGO

## Human Resources Department

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 08/03/2018 CURRENT POSITION TITLE: \_\_\_\_\_  
DEPARTMENT NAME: County Court at Law #8 CURRENT SLOT NO.: 0009  
DEPARTMENT NO.: 028 -001 REQUESTED POSITION TITLE: Clerk IV

REQUEST FOR:  New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_  
SALARY REQUEST: \_\_\_\_\_  
Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change  
7/1 31,255.00 \$ 32,349.00 31,255.00  
20 \$ 32,349.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:  
 Current Department Budget  Annual Budget Cycle  Will Require Additional Funds kg  
 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	Duration of Position
Annual Salary _____	Hourly Rate _____	Annual Salary / 2080 hrs per year = Hourly Rate		

**JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**  
Requesting new level due to clerk joining our department having six years experience with the Hidalgo County Clerks office.

**\* POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**  
\_\_\_\_\_  
\_\_\_\_\_

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

Date 08/03/2018  
Date 8/04/2018 (X) [Signature]  
Date \_\_\_\_\_





# COUNTY OF HIDALGO

## Human Resources Department

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 08/03/2018 CURRENT POSITION TITLE: Clerk 1  
DEPARTMENT NAME: County Court #8 CURRENT SLOT NO.: 0008  
DEPARTMENT NO.: 028 - 001 REQUESTED POSITION TITLE: \_\_\_\_\_

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

SALARY REQUEST: \$ 25,056.00 -\$ 25,056.00  
Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

**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	Duration of Position
Annual Salary		Hourly Rate		
Annual Salary / 2080 hrs per year = Hourly Rate				

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

\_\_\_\_\_  
\_\_\_\_\_

**\* POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

\_\_\_\_\_  
\_\_\_\_\_

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

Date 08/03/2018  
Date 8/06/2018  
Date



