



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: 09/07/2018 Current Slot No.: 81
 Department Name: Precinct 4 Current Position Title: Equipment Operator II
 Department No.: 124 Requested Position Title: N/A

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Adjusted Salary

SALARY REQUEST:	<u>\$ 31,255.00</u>	<u>\$ 31,418.00</u>	<u>\$ 163.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 163.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds EBS
 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)

Transfer lateral move

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

Date 09/07/2018
 Date 9/11/18
 Date 9/11/18



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: 09/07/2018 Current Slot No.: 31
 Department Name: Precinct 4 Current Position Title: Maintenance II
 Department No.: 124 Requested Position Title: N/A

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Adjusted Salary

SALARY REQUEST:	<u>\$ 27,113.00</u>	<u>\$ 28,705.00</u>	<u>\$ 1,592.00</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>\$ 1,592.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds EBJ
 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)

Transfer lateral move

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

Date 09/07/2018
 Date 9/11/18
 Date 9/11/18