



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: 09/11/2018 Current Slot No.: 003-G010 0010 / 0033
 Department Name: HIDTA TASK FORCE Current Position Title: Intelligence Research Specialist
 Department No.: 270 - 003/270-011 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>Delete</u>
SALARY REQUEST:	\$ 35,885.00 \$ 43,000.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 35,885.00 -\$ 43,000.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 7,115.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 7,115.00 \$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 43,000.00				

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Other N/A
- Will Require Additional Funds

- POSITION TYPE:**
- Full Time Regular Object Code 113
 - Full Time Temporary Object Code 121
 - Part Time Regular Object Code 114
 - 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 no longer needed.

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

Date: 9/14/18
 Date: 9/14/18
 Date: _____





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: 09/11/2018 Current Slot No.: TBD 0016/0045 (proposed)
 Department Name: HIDTA TASK FORCE Current Position Title: _____
 Department No.: 270 003/270011 Requested Position Title: Criminal Research Specialist

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

SALARY REQUEST:	\$ 0.00	\$ 35,885.00	\$ 35,885.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 6,636.00	\$ 6,636.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 42,521.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other HIDTA Task Force/ Chapter 59

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)*
 This personnel action is needed to commensurate with experience when filling this position.

Daniel Campi
 Department Head
Kate Polyzos
 Department of Human Resources
[Signature]
 Department of Budget & Management

09/12/18
 Date
9/14/18
 Date
9/14/18
 Date

