



# 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: 11/15/2018 Current Slot No.: TEMP-TBD 7152 (proposed)  
 Department Name: District Attorney's Office Current Position Title: \_\_\_\_\_  
 Department No.: 080-002 Requested Position Title: Courier

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

<b>SALARY REQUEST:</b>	<u>\$ 2,450.00</u> <del>\$ 12,740.00</del>	<u>\$ 2,450.00</u> <del>\$ 12,740.00</del>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 2,450.00</u> <del>\$ 12,740.00</del>	

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Grade 03/ Step 04

**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:**

<u>11/26/2018</u> Start Date	<u>12/28/2018</u> End Date	<u>Monday - Friday</u> Work Schedule	<u>40</u> Hours per Week	<u>5</u> <del>26</del> No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>5</u> <del>26</del>	<u>40</u>	<u>200</u> <del>1040</del>	<u>\$ 12.25</u>	<u>\$ 2,450.00</u> <del>\$ 12,740.00</del>
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)

Due to the ongoing court construction issues and ease of access to the courthouse, it has been necessary to designate one person who will be solely responsible for transporting files, records and other courthouse clerk functions.

President Cuerti 11/15/2018  
 Department Head Date  
Mike Delgado 11/20/2018  
 Department of Human Resources Date  
[Signature] 11/20/18  
 Department of Budget & Management Date

