



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: 11/26/2018 Current Slot No.: TBD
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280 -095 Requested Position Title: Please see attached.

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____ to be created

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

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

TOTAL BUDGETARY IMPACT: \$ 0.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other VAWA Grant CC AI-67747

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)

VAWA Grant CC AI-67747
(Please see attached)

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

Date 11/26/18
 Date 11/29/2018
 Date 11/30/18





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)



NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: SHERIFF'S OFFICE

Department No.: 280-095

Position Information:

| Slot No. | Current Position Title | Proposed Position Title | Current Budgeted Salary | Proposed Budgeted Salary |
|----------|------------------------|------------------------------------|-------------------------|--------------------------|
| 0001 | | DEPUTY SHERIFF STEP I | \$0.00 | \$44,577.00 |
| 0002 | | DEPUTY SHERIFF STEP I | \$0.00 | \$44,577.00 |
| 0003 | | DEPUTY SHERIFF STEP I | \$0.00 | \$44,577.00 |
| 0004 | | DEPUTY SHERIFF STEP I | \$0.00 | \$44,577.00 |
| 0005 | | Coordinator II, Victims Assistance | \$0.00 | \$42,521.00 |
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