



# 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: 11/29/2018 Current Slot No.: T080  
 Department Name: District Clerk Current Position Title: Clerk II  
 Department No.: 090-001 Requested Position Title: Clerk II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend Temp Position

<b>SALARY REQUEST:</b>	<u>\$ 11,760.00</u>	<u>\$ 15,680.00</u>	<u>\$ 3,920.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 3,920.00</u>		

**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:**

<u>11/10/2018</u>	<u>12/31/2018</u>	<u>M - F 8:00 - 5:00</u>	<u>40</u>	<u>8</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,470.00</u>		Hourly Rate <u>\$ 12.25</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>32</u>	<u>40</u>	<u>1,280</u>	<u>\$ 12.25</u>	<u>\$ 15,680.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
<u>8</u>		<u>320</u>		<u>\$ 3,920.00</u>

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

Requesting temporary position in order to assist staff members with administrative support and with the daily demands of the department.

Laura S. Injoo  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

11/30/2018  
 Date  
12/03/2018  
 Date  
12/04/18  
 Date

