



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.: T024
 Department Name: Precinct 2 Current Position Title: Administrative Assistant I
 Department No.: 122-005 Requested Position Title: _____

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

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
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 _____ Pct will submit transfer.

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>12/15/2018</u>	<u>12/31/2018</u>	<u>Mon-Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>2</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$988.00</u>		Hourly Rate <u>\$ 12.35</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>2</u>	<u>40</u>	<u>80</u>	<u>\$ 12.35</u>	<u>\$ 988.00</u>
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)

Requesting to extend temporary position to continue to assist current staff with the daily department workload.

Erika Zamora
 Department Head

11/30/18
 Date

 Department of Human Resources

 Date

 Department of Budget & Management

 Date