



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: 12/06/2018 Current Slot No.: TBD
 Department Name: Precinct 2 Current Position Title: Administrative Assistant I
 Department No.: 122-005 Requested Position Title: Administrative Assistant I

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

SALARY REQUEST:	<u>\$13,225.00</u>	<u>\$13,225.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<u>-\$0.00</u>
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<u>\$ 0.00</u>
TOTAL BUDGETARY IMPACT:	<u>\$13,225.00</u>	<u>-\$0.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2019</u>	<u>06/30/2019</u>	<u>Mon-Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		<u>\$26,449.00</u>		<u>\$12.72</u>
Annual Salary		<u>\$12,844.00</u>	Hourly Rate	<u>\$12.35</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$12.72</u>	<u>\$13,225.00</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
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/10/18
 Date
12/10/2018
 Date
12/11/18
 Date

