



# 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: 11/30/2018 Current Slot No.: TBD  
~~1-035~~ EBS  
 Department Name: Hidalgo county pct. 1 Current Position Title: Administrative Assistant I  
 Department No.: 121-004 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other extend temp. position EBS

<b>SALARY REQUEST:</b>	<u>13,688</u> \$ <del>12,844.00</del>	<u>13,688</u> \$ <del>12,844.00</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>13,688</u> \$ <del>12,844.00</del>	

**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:**

01/01/2019	<u>30</u> 06/28/2019	Mon. - Fri 8 a.m. to 5 p.m.	40	26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	\$12.35 x 1040 hrs. = <u>\$12,844.00</u>	Hourly Rate	\$12.35	<u>\$13.16</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			<u>\$13.16</u>	<u>\$13,688.00</u>
26	40	1040	\$12.35	\$12,844.00
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Budgeted Salary

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

Requesting temporary position to be extended in order to continue assisting staff members with administrative support with the daily demand of the department.

David Lopez  
 Department Head  
\_\_\_\_\_  
 Department of Human Resources  
\_\_\_\_\_  
 Department of Budget & Management

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





# 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: 11/28/2018 Current Slot No.: 002-T153 TBD  
 Department Name: District Attorney's Office Current Position Title: Courier fy  
 Department No.: 080 -002 Requested Position Title: Courier

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

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$12,740.00</del> \$12,740.00	OK	<del>\$12,740.00</del> \$12,740.00	OK	<del>\$12,740.00</del> \$13,117.00
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change		
<b>SALARY REQUEST:</b>	\$ 0.00			\$ 0.00		
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change		
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$12,740.00</del> \$13,117.00	OK				EBS

**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>01/01/2019</u>	<u>06/30/2019</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$26,234.00</u>		Hourly Rate <u>\$12.61</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$12.25</u>	<u>\$12,740.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
				<u>\$13,117.00</u> <span style="float: right;">EBS</span>

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

Request for temporary position extention. Due to the ongoing 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 toher courthouse clerk functions.

Doracela Cantu 11/29/18  
 Department Head Date  
[Signature] 11/30/2018  
 Department of Human Resources Date  
[Signature] 12/04/18  
 Department of Budget & Management Date



# 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: 11/30/2018 Current Slot No.: TBD  
 Department Name: SHERIFF'S OFFICE Current Position Title: \_\_\_\_\_  
 Department No.: 280 -002 Requested Position Title: DETENTION OFFICER STEP I  
*see attached* *ky*

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other See attached

<b>SALARY REQUEST:</b>	<u>\$0.00</u>	<u>\$179,700.00</u>	<u>\$179,700.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	_____	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$179,700.00</u>	<u>\$ 0.00</u>	<u>EBS</u>

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Funds from F/T emp. in long term military, fmla,

**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>01/01/2019</u>	<u>12/31/2019</u>	<u>M-5</u>	<u>40</u>	<u>52 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$35,940.00</u>		Hourly Rate <u>\$17.28</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>52</u>	<u>40</u>	<u>2080</u>	<u>\$ 17.28</u>	<u>\$35,940.00</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)*

Funds from full time employees in long term military, FMLA, Etc.  
 (Please see attached for three (3) requested Temporary Detention Officer Step I Positions for fiscal year 2019)

Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_  
 Department of Budget & Management \_\_\_\_\_

Date 11/30/18  
12/04/2018  
 Date \_\_\_\_\_  
12/11/18  
 Date \_\_\_\_\_





# 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 -002

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		DETENTION OFFICER <del>STEP 1</del>	\$0.00	\$35,940.00
TBD		DETENTION OFFICER <del>STEP 1</del>	\$0.00	\$35,940.00
TBD		DETENTION OFFICER <del>STEP 1</del>	\$0.00	\$35,940.00
TBD		Detention Officer	\$0.00	\$35,940.00
TBD		Detention Officer	\$0.00	\$35,940.00

EBS



# 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: 12/04/2018 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	\$0.00	<del>\$249,600.00</del>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	0	<del>0</del>	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>-\$0.00</del>	<del>0</del>	<del>0</del>

\$254,847.00  
\$249,600.00  
\$254,847.00  
EBS

**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>01/02/2019</u>	<u>12/31/2019</u>	<u>Monday- Friday: 8am- 5pm</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<del>\$24,960.00</del>	<del>\$12.29</del>	<del>52</del>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		<del>\$12.00</del>	<del>\$12.29</del>	<del>52</del>
<u>52</u>	<u>40</u>	<u>2,080</u>	<u>\$12.42</u>	<u>\$25,934.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

\$25,934.00  
\$12.42  
\$12.42  
EBS

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

Requesting 10 positions to assist in preparation and execution of procedures prior, during and post elections periods of the following elections: May local elections, Tax Ratification, May Runoff and November Constitution:

*Vonne Ramey*  
 Department Head  
*Allye*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

12-5-18  
 Date  
12/06/2018  
 Date  
12/11/18  
 Date





# 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: Elections Department

Department No.: 130-01

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary	
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	<del>\$24,960.00</del>	\$25,834.00
TBD		Clerk 1	\$0.00	\$24,960.00	
TBD		Clerk 1	\$0.00	\$24,960.00	
TBD		Clerk 1	\$0.00	\$24,960.00	
TBD		Clerk 1	\$0.00	\$24,960.00	
					\$254,847.60
			\$0.00	<del>\$249,600.00</del>	



# 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: 12/04/2018 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	\$0.00	<del>\$104,902.00</del> \$102,220.00	<del>\$104,902.00</del> \$102,220.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	0	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 0.00	_____	_____

**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>01/02/2019</u>	<u>12/31/2019</u>	<u>Monday- Friday: 8am- 5pm</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$26,449.00</u>		Hourly Rate <u>\$12.72</u>	<b>EBJ</b>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate <u>\$12.72</u> <u>\$26,449.00</u>				
<u>52</u>	<u>40</u>	<u>2,080</u>	<u>\$12.29</u>	<u>\$25,555.00</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 4 positions to assist in preparation and execution of procedures prior, during and post elections periods of the following elections: May local elections, Tax Ratification, May Runoff and November Constitution:

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*Vivonne Ramirez*  
 Department Head  
*Paula Delgado*  
 Department of Human Resources  
*AS*  
 Department of Budget & Management

12-5-18  
 Date  
12/06/18  
 Date  
12/11/18  
 Date





# 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:                     Elections Department                    

Department No.:                                     130-01                                    

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Election Surveyor Technician	\$0.00	\$25,555.00 <del>-\$26,449.00</del>
TBD		Election Surveyor Technician	\$0.00	\$25,555.00 <del>-\$26,449.00</del>
TBD		Election Surveyor Technician	\$0.00	\$25,555.00 <del>-\$26,449.00</del>
TBD		Election Surveyor Technician	\$0.00	\$25,555.00
			\$0.00	\$104,902.00 <del>-\$102,220.00</del>



# 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: 12/07/2018 Current Slot No.: See attached  
 Department Name: Tax Office Current Position Title: See attached  
 Department No.: 140-001 Requested Position Title: See attached

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

SALARY REQUEST:	\$ 0.00	<del>\$ 37,596.00</del> \$ 38,754	<del>\$ 37,596.00</del> \$ 38,754.60
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<del>\$ 37,596.00</del> \$ 38,754.00		\$ 0.00

EBT

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:

01/01/2019	03/31/2019	M - F 8:00 am - 5:00 pm	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		<del>\$ 25,056</del> \$ 25,834.00		<del>\$ 12.05</del> \$ 12.42
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
	13	40	520	\$ 6,266.00
No. of Weeks	x	Hours per Week	=	Total Hours
			x	Hourly Rate
			=	Budgeted Salary

EBT

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

Call center created with no additional positions in 2016; Six temporary positions approved for October 1, 2018 - December 31, 2018. Requesting extension for additional 3 months.

*[Signature]* Department Head JE  
 Department of Human Resources  
 Department of Budget & Management

12-7-18  
Date  
12/10/2018  
Date  
12/11/18  
Date





# 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: \_\_\_\_\_ Tax Office

Department No.: \_\_\_\_\_ 140-001



**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Clerk I	\$0.00	\$6,266.00 <sup>EBS</sup> \$6,459.00
TBD		Clerk I	\$0.00	\$6,266.00 \$6,459.00
TBD		Clerk I	\$0.00	\$6,266.00 \$6,459.00
TBD		Clerk I	\$0.00	\$6,266.00 \$6,459.00
TBD		Clerk I	\$0.00	\$6,266.00 \$6,459.00
TBD		Clerk I	\$0.00	\$6,266.00 \$6,459.00
		Total	\$0.00	\$37,596.00 <sup>EBS</sup> \$39,754.00



# 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: 11/30/2018 Current Slot No.: N/A T3D  
 Department Name: Pct. 3 Rd. Maint. Current Position Title: N/A  
 Department No.: 123 -005 Requested Position Title: Road Maintenance Foreman EJS

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

	<del>\$ 0.00</del>	<del>\$ 25,542.00</del>	
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<del>\$ 0.00</del>	<del>\$ 49,597.00</del>	<del>\$ 49,597.00</del>
	<del>\$ 0.00</del>	<del>\$ 0.00</del>	<del>\$ 0.00</del>
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 49,597.00</del>	<del>\$ 49,597.00</del>	<del>\$ 0.00</del>

**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>12/17/2018</u>	<u>06/17/2019</u>	<u>Mon. - Fri.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		<del>\$ 51,084.00</del>		<del>24</del>
Annual Salary		<del>\$ 49,597.00</del>	Hourly Rate	<del>\$ 23.84</del>
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	<u>1,010</u>	<u>\$ 24.50</u>	<u>\$ 25,542.00</u> <span style="float: right;">EJS</span>
<u>26</u>	<u>40</u>	<u>960</u>	<u>\$ 23.84</u>	<u>\$ 22,886.40</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)

Position needed due to work overload, Pct. 3 road maintenance department

[Signature] Department Head Date: 11/30/2018  
[Signature] Department of Human Resources Date: 12/10/2018  
[Signature] Department of Budget & Management Date: 12/11/18





# 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: 12/11/2018 Current Slot No.: T013/T014 Proposed  
 Department Name: Health Benefits Adm. Current Position Title: \_\_\_\_\_  
 Department No.: 115-009 Requested Position Title: Clerk I

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 1,446.00	\$ 1,446.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 1,446.00	\$ 1,446.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 2,892.00		

**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>12/11/2018</u>	<u>12/31/2018</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>3</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,056.00</u>		Hourly Rate <u>\$ 12.05</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>3</u>	<u>40</u>	<u>120</u>	<u>\$ 12.05</u>	<u>\$ 1,446.00</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)**

To assist with department work load due to employee currently on leave of absence.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Department Head  
 \_\_\_\_\_  
 Department of Human Resources  
 \_\_\_\_\_  
 Department of Budget & Management

12/7/18  
 Date  
12/07/2018  
 Date  
12/7/18  
 Date



# 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: 12/11/2018 Current Slot No.: 2 Slots TBD  
 Department Name: Health Benefits Adm. Current Position Title: \_\_\_\_\_  
 Department No.: 115-009 Requested Position Title: Clerk I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,458.00</u>	<u>\$ 6,458.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,458.00</u>	<u>\$ 6,458.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 12,916.00</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>01/01/2019</u>	<u>03/31/2019</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Hourly Rate <u>\$ 12.42</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.42</u>	<u>\$ 6,458.00</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)**

To assist with department work load in due to employee currently on leave of absence.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

12/7/18  
 Date  
12/07/18  
 Date  
12/7/18  
 Date