



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: 12/12/2018 Current Slot No.: 0006
 Department Name: County Clerk Current Position Title: Supervisor II, Collections
 Department No.: 180-001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Delete 7

SALARY REQUEST:	<u>\$52,016.00</u> Current Budgeted Amount	<u>\$50,501.00</u> Proposed Budgeted Amount	<u>-\$52,016.00</u> Delete <u>-\$50,501.00</u> Net Change
SALARY REQUEST:	<u>\$0.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$50,501.00</u>		

EBS
to

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u> x <u>Hourly Rate</u> = <u>Budgeted Salary</u>				

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

Position no longer needed

Annette C Muñoz, Chief Deputy
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/12/2018
 Date
12/13/2018
 Date
12/14/18
 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: 12/12/2018 Current Slot No.: 0079 (proposed)
 Department Name: County Clerk Current Position Title: _____
 Department No.: 180-001 Requested Position Title: Supervisor III, Collections

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

SALARY REQUEST:	\$ 51,084.00 Current Budgeted Amount	\$ 51,084.00 Proposed Budgeted Amount	\$ 51,084.00 Net Change
SALARY REQUEST:	_____	_____	\$ 0.00
TOTAL BUDGETARY IMPACT:	\$ 51,084.00		\$ 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 **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)*

Annette C Muñiz, Chief Deputy
 Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

12/12/2018
 Date _____
 12/13/2018
 Date _____
 12/14/17
 Date _____

