



# 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: 12/13/2018 Current Slot No.: 0120 / A003  
 Department Name: Elections Department Current Position Title: System Support Specialist III  
 Department No.: 130-001 / 130-023 Requested Position Title: Information System Administrator

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

<b>SALARY REQUEST:</b>	<u>\$ 59,580.00</u> Current Budgeted Amount	<u>\$ 64,352.00</u> Proposed Budgeted Amount	<u>\$ 4,766.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 4,765.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 4,765.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 4,766.00</u>	<u>\$ 2.00</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:**

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)**

Duties and responsibilities have been increased significantly within the last year and one-half.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

12/14/2018  
 Date  
12/14/2018  
 Date  
12/14/18  
 Date

