



# 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: 01/07/2019 Current Slot No.: 0004  
 Department Name: Nuisance Abatement Program Current Position Title: Nuisance Abatement Specialist I  
 Department No.: 125-039 Requested Position Title: Program Coordinator I

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

<b>SALARY REQUEST:</b>	<u>\$ 37,549.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 3,003.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 3,003.00</u>		

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:**

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
			=	Hourly Rate
			=	Budgeted Salary

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head Sergio Cruz

Date 1/8/19

Department of Human Resources Valde Guerra

Date 01/08/2019

Department of Budget & Management

Date 1/8/19



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Nuisance Abatement Program

Date: 01/07/2019

Department No.: 125

Program No.: 039

#### CURRENT / PROPOSED:

##### Current Job Title:

<u>Nuisance Abatement Specialist I</u>	<u>0004</u>	<u>09</u>	<u>\$ 37,548.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

##### Requested Job Title:

<u>Program Coordinator I</u>	<u>0004</u>	<u>10</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Program Coordinator I</u>	<u>10</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Pay Grade	Salary

##### Comments:

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#### SIGNATURES:

[Signature]  
Human Resources Representative

1/10/2019  
Date

[Signature]  
County Treasurer Representative

1-10-19  
Date

[Signature]  
Budget & Management Representative

1/10/19  
Date