

# 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: 01/04/2019 Current Slot No.: 0003  
 Department Name: 275th District Court Current Position Title: Bailiff  
 Department No.: 005-001 Requested Position Title: \_\_\_\_\_

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

**SALARY REQUEST:** \$ 65,197.00 \$ 0.00 -\$ 65,197.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 65,197.00

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

EBT  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)*

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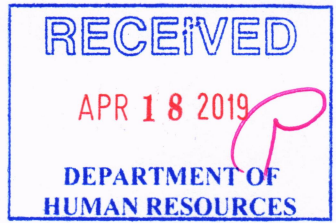
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Depina Ramo  
 Department Head  
 Department of Human Resources  
Alan Reyes  
 Department of Budget & Management

4-16-19  
 Date  
4-16-19  
 Date  
4/24/19  
 Date  
4/25/19  
 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: 01/04/2019 Current Slot No.: 0006 (proposed)  
 Department Name: 275th District Court Current Position Title: \_\_\_\_\_  
 Department No.: 005-001 Requested Position Title: Bailiff II (DC)

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

SALARY REQUEST: <u>\$ 0.00</u>	<u>X</u> <u>\$ 52,872</u>	<u>X</u> <u>\$ 52,872</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>\$ 51,084.00</u>	<u>\$ 51,084.00</u>
SALARY REQUEST: _____	Proposed Budgeted Amount	Net Change
Current Budgeted Amount		<u>\$ 0.00</u>

X TOTAL BUDGETARY IMPACT: \$ 52,872  
\$ 51,084.00

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

EBT  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

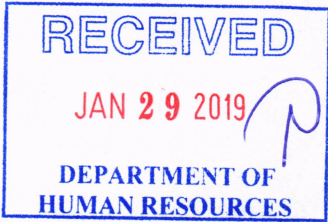
**\* TEMPORARY POSITIONS:**

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

Date 1/28/19  
 Date 1/29/2019  
 Date 4/29/19







# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

**RECEIVED**  
JAN - 8 2019  
 DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 01/04/2019 Current Slot No.: 0008 (proposed)  
 Department Name: County Court at Law No. 3 Current Position Title: \_\_\_\_\_  
 Department No.: 023-001 Requested Position Title: Bailiff I (CC)

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

**SALARY REQUEST:** \$ 0.00 \$ 43,796.00 \$ 43,796.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

**TOTAL BUDGETARY IMPACT:** \$ 43,796.00

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

EBJ

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				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

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

1/7/19  
 Date  
1/09/2019  
 Date  
4/25/19  
 Date