



# 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: 01/08/2019 Current Slot No.: 0015  
 Department Name: Pct. 4 Sanitation Current Position Title: Sanitation Foreman  
 Department No.: 124-001 Requested Position Title: \_\_\_\_\_

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

SALARY REQUEST: <u>\$ 51,084.00</u>	<u>\$ 0.00</u>	<u>-\$ 51,084.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>-\$ 51,084.00</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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)**

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

1-9-19  
 Date  
1/11/2019  
 Date  
1/16/19  
 Date

RECEIVED

JAN 10 2019

DEPARTMENT OF HUMAN RESOURCES



# 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: 01/08/2019 Current Slot No.: 0031  
 Department Name: Pct. 4 Drainage Improvem Current Position Title: \_\_\_\_\_  
 Department No.: 124-036 Requested Position Title: Supervisor III, Construction

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

<b>SALARY REQUEST:</b>	<del>\$ 52,488.00</del> \$ 54,723.00	<del>\$ 52,988.00</del> \$ 0.00	+\$ 54,723.00	<b>EBT</b>
	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>	+\$ 54,723.00			

**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:**

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)**

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

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

1-9-19  
 Date  
1/11/2019  
 Date  
1/11/19  
 Date

RECEIVED

JAN 10 2019

DEPARTMENT OF HUMAN RESOURCES