



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 SJH JAN 03 2020
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/02/2020 Current Slot No.: 0004
 Department Name: SHERIFF'S OFFICE Current Position Title: DEPUTY SHERIFF STEP 1
 Department No.: 280-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 45,914.00</u>	<u>\$ 0.00</u>	<u>-\$ 45,914.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 45,914.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Position to be deleted.

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)

Position to be deleted.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

1.2 2020 I.S.

Date 01/06/2020
 Date 1/9/2020



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/03/2020 Current Slot No.: 0445
 Department Name: SHERIFF'S OFFICE Current Position Title: Licensed Vocational Nurse III
 Department No.: 280-002 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:			<u>\$ 0.00</u>
	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 to be deleted.

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114 ky
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** 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>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

Position to be deleted and to be created as LVN IV.

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

1-3-20
 Date
01/06/2020
 Date
01/09/2020
 Date



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/03/2020 Current Slot No.: 0446

Department Name: SHERIFF'S OFFICE Current Position Title: Register Nurse II

Department No.: 280-002 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:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 51,084.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Salary Adjustment Other Position to be deleted.

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)*

Position to be deleted and to be created as RN IV.

Department Head _____

Department of Human Resources _____

Department of Budget & Management _____

13-20

Date 01/06/2020

Date 01/09/2020



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/03/2020 Current Slot No.: 0445-0480 IS
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280-002 Requested Position Title: License Vocational Nurse IV IS

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

SALARY REQUEST: \$ 0.00 \$ 55,171.00 \$ 55,171.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 55,171.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds IS
 Salary Adjustment Other Funding from deleted Position

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	
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)

Position to be created and funding from deleted position.

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

Date 1-3-20
 Date 01/06/2020
 Date 01/09/2020



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/03/2020 Current Slot No.: 0446-0481 I.S.
 Department Name: SHERIFF'S OFFICE Current Position Title: Registered Nurse IV
 Department No.: 280-002 Requested Position Title: Registered Nurse IV I.S.

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 69,500.00</u>	<u>\$ 69,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 69,500.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds I.S.
 Salary Adjustment Other Funding from deleted Position

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 to be created and funding from deleted position.

<u>Department Head</u> 	<u>Date</u> <u>1-3-20</u>
<u>Department of Human Resources</u> 	<u>Date</u> <u>01/06/2020</u>
<u>Department of Budget & Management</u> 	<u>Date</u> <u>01/09/2020</u>