



# 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: 12-19-2019 Current Slot No.: TBD 0030 *ts*  
 Department Name: Pct. 1 - Parks Current Position Title: CREW LEADER II  
 Department No.: 121-013 Requested Position Title: SUPERVISOR II

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other TITLE CHANGE *ts*

|  |                          |                   |
|--|--------------------------|-------------------|
| <b>SALARY REQUEST:</b> <u>\$41,630.00</u>        | <u>\$46,916.00</u>       | <u>\$5,286.00</u> |
| Current Budgeted Amount                          | Proposed Budgeted Amount | Net Change        |
| <b>SALARY REQUEST:</b> <u>\$0.00</u>             | <u>\$0.00</u>            | <u>\$0.00</u>     |
| Current Budgeted Amount                          | Proposed Budgeted Amount | Net Change        |
| <b>TOTAL BUDGETARY IMPACT:</b> <u>\$5,286.00</u> |                          |                   |

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds *PR*  
 Salary Adjustment  Other Funds 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:**

|   |          |               |                |              |
|---|----------|---------------|----------------|--------------|
| 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)**

Creation of a new position needed due to the significant increase of scope of duties and level.  
~~Funds from deleted position.~~

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

12/19/19  
 Date  
12/23/19  
 Date  
1/6/2020  
 Date