



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: 01/11/2019 Current Slot No.: 0037
 Department Name: Precinct 2 Current Position Title: Equipment Operator I
 Department No.: 122-008 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 29,807.00</u>	<u>-\$ 29,807.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change

SALARY REQUEST:	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 29,807.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Delete to fund creation of 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 <u> </u>		Hourly Rate <u> </u>		
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)*

Pct 2 Re-Organization plan.

Eita Zamora
 Department Head

Edue Pelayo
 Department of Human Resources

 Department of Budget & Management

1/11/19
 Date

1/11/2019
 Date

1/11/19
 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: 01/11/2019 Current Slot No.: 0045
 Department Name: Precinct 2 Current Position Title: Custodian III
 Department No.: 122-008 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 27,599.00</u>	_____	<u>-\$ 27,599.00</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>-\$ 27,599.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion to fund creation of 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				
_____ x _____ = Total Hours x _____ = Budgeted Salary				

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

Pct 2 Re-Organization plan.

Erika Zamora
 Department Head
Paul Prey
 Department of Human Resources
[Signature]
 Department of Budget & Management

1/11/19
 Date
1/11/2019
 Date
1/11/19
 Date



