



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: 01/30/2019 Current Slot No.: 0002
 Department Name: Master Court I Current Position Title: Assistant Court Coordinator (Master)
 Department No.: 031-001 Requested Position Title: Assistant Court Coordinator (Master)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary Step

SALARY REQUEST: \$47,003.00 <u>\$43,796.00</u> Current Budgeted Amount SALARY REQUEST: <u>Step 1 43,003</u> Current Budgeted Amount	\$ 45,329.00 Proposed Budgeted Amount \$ 1,533.00 Proposed Budgeted Amount EBJ	\$1,674.00 <u>\$1,533.00</u> Net Change <u>+ 1,533.00</u> (R) Net Change \$1,674.00 <u>\$1,533.00</u> TOTAL BUDGETARY IMPACT: <u>1,533.00</u>
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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	

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

RCV'D DEPT BDGT & MGMT
FEB 1 '19 PM2:03

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

Discretionary Step Adjustment

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

1/31/19 Date
2/01/2019 Date
2/12/19 Date

RECEIVED

JAN 31 2019

DEPARTMENT OF HUMAN RESOURCES