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: 04/04/2019 Current Slot No.: T057-058

Department Name: Precinct 2 Current Position Title:

Department No.: 122-008 Requested Position Title: Maintenance I (2 positions)

REQUEST FOR: ☐ New Position ☑ Temporary Position* ☐ Position Reclassification ☐ Other

$12.19/hr x 1080 x 2 =

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 0.00	$ 26,330.40	$ 26,330.40
SALARY REQUEST:	$ 0.00	$ 0.00	$ 0.00

TOTAL BUDGETARY IMPACT: $ 26,330.40 EBJ

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds

☐ Salary Adjustment ☑ Other DBM will prepare transfer

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:**

EBJ

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
04/15/2019	10/13/2019	Mon-Fri 8 a.m. - 5 p.m.	40	27

Annual Salary $26,330.40 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate $ 12.19

No. of Weeks		Hours per Week	=	Total Hours	x	Hourly Rate	=	Budgeted Salary
27	x	40	=	1080	x	$ 12.19 x 2	=	$ 13,165.20

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

Requesting temporary position in order to assist current staff with daily department workload.

Erika Zamora — Department Head — 4-4-19 Date

Department of Human Resources — 4/05/2019 Date

Department of Budget & Management — Date

RECEIVED
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DEPARTMENT OF HUMAN RESOURCES

HR Form: 028
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