



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: 04/05/2019 Current Slot No.: 0204 (proposed)
 Department Name: Elections Current Position Title: _____
 Department No.: 130-001 Requested Position Title: Division Manager II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 64,352.00</u>	<u>\$ 64,352.00</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>\$ 64,352.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION 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

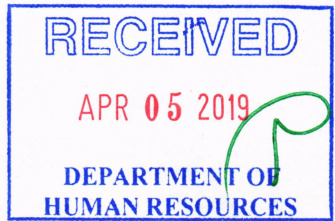
*** TEMPORARY POSITIONS:**

<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>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>
<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)*

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

04/05/2019
 Date
4/08/2019
 Date
4/08/19
 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: 04/05/2019 Current Slot No.: 0120
 Department Name: Elections Current Position Title: Information System Administrator
 Department No.: 130-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 64,352.00</u>	<u>\$ 0.00</u>	<u>-\$ 64,352.00</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>-\$ 64,352.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION 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> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u> </u>		<u> </u>	<u> </u>	<u> </u>
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
<u> </u>		<u> </u>		<u> </u>
No. of Weeks	x	Hours per Week	=	Total Hours
<u> </u>		<u> </u>		<u> </u>
			x	Hourly Rate
				=
				Budgeted Salary
				<u> </u>

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

Wynne K...
 Department Head

Bill Polyz...
 Department of Human Resources

[Signature]
 Department of Budget & Management

04/05/2019
 Date

4/08/2019
 Date

APR 08 2019
 Date

