



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: 05/15/2019 Current Slot No.: T 0001-006 (see attached) ty
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350-020 Requested Position Title: Referral Resource Specialist I

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

SALARY REQUEST:	<u>\$ 18,000.00</u>	<u>\$ 18,000.00</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>\$ 18,000.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Summer Food Program 9-1292-441-00-350-020-

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 PR **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/10/2019</u>	<u>08/16/2019</u>		<u>25</u>	<u>10</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12.00 X 25 = 300 X 10 WKS = 18,000.00</u>		Hourly Rate <u>\$12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>25</u>	<u>250</u>	<u>\$ 12.00</u>	<u>\$18,000.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
			x	Hourly Rate
			=	Budgeted Salary

x 8 = 1,500 hrs.

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

Position needed for the Summer Food Program for 10 weeks

Clayton S
 Department Head
Ruperto Saenz
 Department of Human Resources
[Signature]
 Department of Budget & Management

05/15/2019
 Date
05/16/2019
 Date
5/20/19
 Date



