



# 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: 05/21/2019 Current Slot No.: Proposed 0016/0017  
 Department Name: DBM-Health Ins. Adm. Current Position Title: -  
 Department No.: 115-009 Requested Position Title: Athletic Trainer

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other G09S01

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 18,774.00</u>	<u>\$ 18,774.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 18,774.00</u>	<u>\$ 18,774.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 37,548.00</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>20</u>	<u>52</u>
			Hours per Week	No. of Weeks
Annual Salary <u>\$ 37,548.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
			<u>\$ 18.0519</u>	
			Hourly Rate	Budgeted Salary
<u>52</u>	<u>20</u>	<u>1040</u>	<u>\$ 18.0519</u>	<u>\$ 18,774.00</u>
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)*

Two (2) part-time Athletic Trainers are needed to assist the Program Manager I in the implementation and operation of the county wide Wellness Program.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

5/16/19  
Date

05/16/2019  
Date

5/20/19  
Date