



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: 06/17/2019 Current Slot No.: T012 (proposed)
 Department Name: Civil Litigation Current Position Title: _____
 Department No.: 080-013 Requested Position Title: Attorney III

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

SALARY REQUEST:	\$ 0.00	\$ 38,756.00	\$ 38,756.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 38,756.00		

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>06/18/2019</u>	<u>12/31/2019</u>		<u>40</u>	
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
				<u>28</u> DT <u>29</u> wks, 1 day
		Annual Salary <u>\$69,500.00</u>	Hourly Rate <u>\$ 33.41</u>	
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
<u>28.2</u>	<u>29</u>	<u>40</u>	<u>1,128</u>	<u>37,687.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

 Department Head
Almeida
 Department of Human Resources

 Department of Budget & Management

6/17/19
 Date
6/17/2019
 Date
6/19/19
 Date

