



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: 06/25/2019 Current Slot No.: T007
 Department Name: 275TH District Court Current Position Title: Legal Assistant II
 Department No.: 005 Requested Position Title: Legal Assistant II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temp. Position

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 15,373.00</u>	<u>\$ 15,373.00</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>\$ 15,373.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>08/01/2019</u>	<u>12/31/2019</u>	<u>Monday -Friday 8am-5pm</u>	<u>40</u>	<u>23</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$34,767</u>		Hourly Rate <u>\$ 16.71</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>23</u>	<u>40</u>	<u>920</u>	<u>\$ 16.71</u>	<u>\$ 15,373.20</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)*

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

6.26.19
 Date 6/27/2019
 Date 7/1/19
 Date _____