



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: 07/03/2019 Current Slot No.: 0031
 Department Name: Pct. 1 Parks Current Position Title: _____
 Department No.: 121-013 Requested Position Title: Maintenance II

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

SALARY REQUEST: \$ 0.00 \$ 27,599.00 \$ 27,599.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 27,599.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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

 Date 7/3/19

 Date 7/08/2019

 Date 7/12/19

RCV'D DEPT BDGT & MGMT
 JUL 9 '19 AM 10:31



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: 07/03/2019 Current Slot No.: ~~0177~~ 0053
 Department Name: Pct. 1-R&B *Sanitation* Current Position Title: _____
 Department No.: 121-005-001 Requested Position Title: Maintenance II

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

SALARY REQUEST:	\$ 0.00	\$ 27,599.00	\$ 27,599.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 27,599.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

Contract with Valley Metro Security will end and precinct will hire employee to provide these services. *PR*

Amy Smith
 Department Head
Ellie Pugh
 Department of Human Resources
[Signature]
 Department of Budget & Management

Date 7/3/19
 Date 7/08/2019
 Date 7/12/19

RCVD DEPT BDGT & MGMT
 JUL 9 '19 AM 10:31