



# 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: 08/05/2019 Current Slot No.: T0025 (proposed)  
 Department Name: Precinct 3 Current Position Title: N/A  
 Department No.: 123-008 Requested Position Title: Crew Leader II

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 18,772.00</u>      | <u>\$ 18,772.00</u> |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>           | <u>\$ 0.00</u>      |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 18,772.00</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:** 12/31/19

|  |                   |                    |                             |                    |
|--|-------------------|--------------------|-----------------------------|--------------------|
| <u>08/19/2019</u>                                  | <u>02/14/2020</u> | <u>Mon - Sun</u>   | <u>40</u>                   | <u>20</u>          |
| Start Date   | End Date          | Work Schedule      | Hours per Week              | No. of Weeks       |
| Annual Salary <u>+18,772.00</u>                    |                   | <u>\$37,548.00</u> | Hourly Rate <u>\$ 18.05</u> |                    |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate |                   |                    |                             |                    |
| <u>20</u>  | <u>26</u>         | <u>40</u>          | <u>1040</u>                 | <u>\$14,440.00</u> |
| No. of Weeks                                       | x                 | Hours per Week     | =                           | Total Hours        |
|  |                   |                    | =                           | Budgeted Salary    |

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

Position needed due to work overload

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[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/05/2019  
 Date  
8/09/19  
 Date  
8/9/19  
 Date

