



# 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: 08/08/2019 Current Slot No.: 0012  
 Department Name: Hidalgo County Clerk's Office Current Position Title: Deputy County Clerk III  
 Department No.: 180-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	\$ 37,823.00		-\$ 37,823.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 37,823.00		

**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:**

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

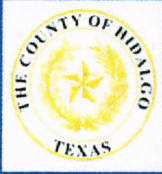
**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

Deleting position of Deputy County Clerk III to create new position Administrative Assistant IV

**Annette C. Muñiz, Chief Deputy**  
 Department Head  
 Department of Human Resources  
 Department of Budget & Management

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





# 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: 08/08/2019 Current Slot No.: 0080  
 Department Name: Hidalgo County Clerk's Office Current Position Title: \_\_\_\_\_  
 Department No.: 180 -001 Requested Position Title: Administrative Assistant IV

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

<b>SALARY REQUEST:</b>	\$ 40,5 <sup>5</sup> 22.00	\$ 40,5 <sup>5</sup> 22.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>40,552.00</u>	<u>40,552.00</u>
<b>SALARY REQUEST:</b>		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 40,5 <sup>5</sup> 22.00	
	<u>40,552.00</u>	

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds PR  
 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:**

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)**

Position will assist court department supervisor with training of court clerks, prepare weekly and monthly reports; will supervise department in the absence of supervisor. Work with supervisor with implementing new procedures and update all training manuals. Assist supervisor prepare for new courts.

**Annette C. Muñiz, Chief Deputy**  
 Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_  
 Department of Budget & Management \_\_\_\_\_

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

