



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: 08/23/2019 Current Slot No.: 0059 Proposed
 Department Name: Pct.2 Parks Current Position Title: _____
 Department No.: 122-008 Requested Position Title: Athletic Trainer

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 37,548.00</u> Proposed Budgeted Amount	<u>\$ 37,548.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other AI-71913

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)

Position needed for the operations of the Hidalgo County Wellness Program.

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

8/26/19
 Date
8/27/19.
 Date
8/27/19
 Date