



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.: T003 (proposed)
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - Program 005 Requested Position Title: Clerk I

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

SALARY REQUEST:	<u>\$7,680.00</u>	<u>\$7,680.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Current Budgeted Amount	\$ 0.00	\$ 0.00
Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>\$7,392.00</u>	<u>\$7,392.00</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 005

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>09/16/2019</u>	<u>12/31/2019</u>	<u>Monday through Friday</u>	<u>40</u>	<u>16</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		<u>\$ 12.00</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>16</u>	<u>40</u>	<u>640.00</u>	<u>\$ 12.00</u>	<u>\$7,680.00</u>
<u>15.4</u>	<u>40</u>	<u>616.00</u>	<u>\$ 12.00</u>	<u>\$7,392.00</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)

Temporary full-time Clerk position is needed to cover for employee that will be out on leave. Other events will prevent back-up staff to fill in during this period.
 To be paid with F 1293, Program 005 starting 09/16/2019 to 12/31/2019.

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

08/23/2019
 Date
8/23/2019
 Date
8/23/19
 Date

