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: 08/28/2019 Current Slot No.: See attached.

Department Name: SHERIFF'S OFFICE Current Position Title: See attached.

Department No.: 280-095 Requested Position Title: See attached.

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

SALARY REQUEST: _____ (Current Budgeted Amount) _____ (Proposed Budgeted Amount) $ 0.00 (Net Change)

SALARY REQUEST: _____ (Current Budgeted Amount) _____ (Proposed Budgeted Amount) $ 0.00 (Net Change)

TOTAL BUDGETARY IMPACT: $ 0.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other Position to be extended for 2020 Salary Schedule

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 _____ (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)***

Positions to be extended for 2020 Budget Salary under account #1284-421-00-280-095-8-113
Grant #3615001 will be expired on 9-30-2019 but extended until 3-31-2020
CC 7-2-2019 AI-70927

_____ Department Head — Date 8/28/19

_____ Department of Human Resources — Date 8/30/2019

_____ Department of Budget & Management — Date 8/30/19

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AUG 28 2019
DEPARTMENT OF HUMAN RESOURCES

HR Form: 028
Revised: 07/07/2017

COUNTY OF HIDALGO
DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM
(Attachment A)

NOTE: *Complete this form in addition to your par form if department is requesting more than (3) personnel actions.*

Department Name: ~~8-28-2019~~ Sheriff VAWA

Department No.: 280-095

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Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001	DEPUTY SHERIFF ~~STEP I~~	DEPUTY SHERIFF ~~STEP I~~	$45,914.00	$45,914.00
0002	DEPUTY SHERIFF ~~STEP I~~	DEPUTY SHERIFF ~~STEP I~~	$45,914.00	$45,914.00
0003	DEPUTY SHERIFF ~~STEP I~~	DEPUTY SHERIFF ~~STEP I~~	$45,914.00	$45,914.00
0004	DEPUTY SHERIFF ~~STEP I~~	DEPUTY SHERIFF ~~STEP I~~	$45,914.00	$45,914.00
0005	Coordinator II, Victims Assistance	Coordinator II, Victims Assistance	$43,796.00	$43,796.00