



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RCVD DEPT BDGT & MGMT  
SEP 23 '19 AM 11:19

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.**

Date: 09/20/2019 Current Slot No.: T011 & T012 (proposed)  
 Department Name: Veterans Services Current Position Title: \_\_\_\_\_  
 Department No.: 370-001 Requested Position Title: Clerk II/ Clerk II

PR

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,827.00</u>	<u>\$ 6,827.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,827.00</u>	<u>\$ 6,827.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 6,827.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

PR

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:**

<sup>3</sup>  
10/01/2019 12/31/2019 M - F 8:00 am - 5:00 pm 40 14  
 Start Date End Date Work Schedule Hours per Week No. of Weeks  
 Annual Salary \$25,347.00 Hourly Rate \$ 12.19  
 Step 1 Salary / 2,080 Hours Per Year = Hourly Rate  
14 x 40 = 560 x \$ 12.19 = \$ 6,827.00  
 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)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head \_\_\_\_\_

Date 9/20/19

Department of Human Resources \_\_\_\_\_

Date 09/20/2019

Department of Budget & Management \_\_\_\_\_

Date 9/26/19