



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: 11/01/2019 Current Slot No.: T014 proposed
 Department Name: DA Civil Litigation Current Position Title: _____
 Department No.: 080-013 Requested Position Title: Attorney III

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 12,028.00</u>	<u>\$ 12,028.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 12,028.00</u>		

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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>11/05/2019</u>	<u>12/31/2019</u>		<u>40</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary <u>\$69,500.00</u>	Hourly Rate <u>\$ 33.41</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>40</u>	<u>360</u>	<u>\$ 33.41</u>	<u>\$ 12,028.00</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)

Daniel C. Cantre
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

11/01/19
 Date
11/04/2019
 Date
11/05/19
 Date

