



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RECEIVED  
NOV 21 2019  
DEPARTMENT OF  
HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 11/21/2019 Current Slot No.: T006 (proposed)  
 Department Name: 370th District Court Current Position Title: \_\_\_\_\_  
 Department No.: 007-001 Requested Position Title: Assistant Court Coordinator (DC)

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 5,894.00</u>	<u>\$ 5,894.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 5,894.00</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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>11/26/2019</u>	<u>12/31/2019</u>	<u>M-F 8:00 - 5:00</u>	<u>40</u>	<u>6</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$51,084.00</u>		Hourly Rate <u>\$ 24.56</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>6</u>	<u>40</u>	<u>240</u>	<u>\$ 24.56</u>	<u>\$ 5,894.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

PR

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Temporary position needed due to current Assistant Court Coordinator retiring. Position needed to begin training.

Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_  
 Department of Budget & Management \_\_\_\_\_

November 21, 2019  
 Date 11/21/19.  
 Date 11/22/19  
 Date \_\_\_\_\_