



# 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: 12/20/2019 Current Slot No.: ~~T018 (proposed)~~ FTBD I.C.  
 Department Name: Budget-Health Benefits Adm Current Position Title: \_\_\_\_\_  
 Department No.: 115-009 Requested Position Title: Clerk I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 6,458.00</u>	<u>\$ 6,458.00</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>\$ 6,458.00</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>01/01/2020</u>	<u>03/31/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.42</u>	
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.42</u>	<u>\$ 6,458.00</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)**

Requesting temporary position in order to continue assisting staff members with administrative support with the daily demand of the office.

\_\_\_\_\_  
 Department Head  
[Signature]  
 Department of Human Resources  
 \_\_\_\_\_  
 Department of Budget & Management

12/20/19  
 Date  
12/23/2019.  
 Date  
12/26/19  
 Date