

RCVD DEPT BDDT & MGMT
DEC 28 '19 PM 4:35



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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DEC 19 2019
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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/18/2019 Current Slot No.: T009 (proposed) IBD I.C.
Department Name: JP PCT 4 PL 1 Current Position Title: _____
Department No.: 067-001 Requested Position Title: CLERK II

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

SALARY REQUEST: \$13,165.20 \$13,165.20 \$13,165.20 - 13,185.00 I.C.
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$13,165.20 - 13,185.00 I.C.

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: 6/30/2020 (I.C.)
1/01/2020 06/01/2020 M-F 8:00 - 5:00 40 27
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
27 x 40 = 1080 x 12.19 = \$13,165.20 - 13,185.00 I.C.
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)

Charles Espinoza
Department Head
Alex Delgado
Department of Human Resources
[Signature]
Department of Budget & Management

12-18-19
Date
12/23/19
Date
12/27/19
Date