



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 DEC 26 2019
 SH
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/23/2019 Current Slot No.: 0040
 Department Name: Pct. 4 Rd. Maintenance Current Position Title: Maintenance II
 Department No.: 124-007 Requested Position Title: _____

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

SALARY REQUEST: \$28,565.00 ^{27,599.00 T.L.} \$ 0.00 -\$28,565.00 ^(27,599.00)
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: -\$28,565.00 ^{(27,599.00) T.L.}

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

Glic Torres Department Head Date 12/26/19
[Signature] Department of Human Resources Date 12/26/19
[Signature] Department of Budget & Management Date 12/27/19



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 DEC 26 2019
 SH
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/23/2019 Current Slot No.: TBD
 Department Name: Pct. 4 Rd. Maintenance Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Equipment Operator III II *ky*

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

SALARY REQUEST:	\$ 0.00	\$ 40,552.00 \$ 34,767.00	\$ 40,552.00 \$ 34,767.00 \$ 4,785.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	\$ 40,552.00 \$ 34,767.00	_____	\$ 0.00
TOTAL BUDGETARY IMPACT:	\$ 40,552.00 \$ 34,767.00	_____	_____

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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

 Department of Human Resources

 Department of Budget & Management

12/26/19
 Date
12/26/19.
 Date
12/23/19
 Date