



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

RECEIVED
SH JAN 30 2020
DEPARTMENT OF HUMAN RESOURCES

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

Date: 01/29/2020 Current Slot No.: T0018
Department Name: Hidalgo Co. Constable Pct1 Current Position Title: ~~Senior Deputy Constable~~
Department No.: 291 ~~001~~ Requested Position Title: Deputy Constable /

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: Current Budgeted Amount: \$ 0.00 Proposed Budgeted Amount: ~~\$ 25,601.00~~ 41,499.00 Net Change: ~~\$ 25,601.00~~ 41,499.00

SALARY REQUEST: Current Budgeted Amount: ~~\$ 0.00~~ 41,499.00 Proposed Budgeted Amount: \$ 0.00 Net Change: \$ 0.00

TOTAL BUDGETARY IMPACT: ~~\$ 25,601.00~~ 41,499.00

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: 12/31/2020

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
02/11/2020	08/31/2020	Mon- Fri 8-5	40	29 47
Annual Salary		45914.00	Hourly Rate	\$ 22.0740
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
47 47	29 40	1,880 1,880	\$ 22.0740	\$ 25,601.00 41,499.00
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)

A Deputy Constable is out with a critical illness. He has not been cleared by his doctor to return to work. We are in need of this temporary position to supplement the work load in his absence.

Department Head: [Signature]
Department of Human Resources: [Signature]
Department of Budget & Management: [Signature]

Date: 1-30-20
Date: 2/04/2020
Date: 02/04/2020