



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: 02/04/2020 Current Slot No.: 0044 28
 Department Name: Purchasing Department Current Position Title: _____
 Department No.: 160 -001 28 Requested Position Title: Surplus Specialist

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

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SALARY REQUEST:	\$ <u>0.00 28</u> Current Budgeted Amount	\$ <u>40,552.00 28</u> Proposed Budgeted Amount	\$ 40,552.00 Net Change
SALARY REQUEST:	_____ Current Budgeted Amount	_____ Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 40,552.00		

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

RCV'D DEPT BDGT & MGMT
FEB 21 '20 AM 7:46

*** 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)

See justification attached.

Martha L. Salazar
 Department Head

 Department of Human Resources

 Department of Budget & Management

02/04/2020
 Date
2/20/2020
 Date
02/21/2020
 Date

RECEIVED

FEB 04 2020

DEPARTMENT OF HUMAN RESOURCES