



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: 2/14/20 Current Slot No.: 0042
 Department Name: COMMUNITY SERVICE AGENCY Current Position Title: Foster Grandparent/Senior Companion FGP/SCP PAYROLL SPECIALIST
 Department No.: 901-033 Requested Position Title: _____

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

SALARY REQUEST:	<u>28,000.00</u>	<u>0</u>	<u>28,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-28,000.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

RCV'D DEPT BDGT & MGMT
FEB 21 '20 AM 7:45

*** 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)

REQUESTING TO DELETE POSITION TO CREATE AN ACCOUNTANT I POSITION

 Department Head

 Department of Human Resources

 Department of Budget & Management

2-14-20
 Date
2/20/2020
 Date
02/26/2020
 Date

RECEIVED
 FEB 18 2020
 DEPARTMENT OF HUMAN RESOURCES



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: 2/14/20 Current Slot No.: 042 0048 (proposed) *ky*
 Department Name: COMMUNITY SERVICE AGENCY Current Position Title: _____
 Department No.: 901-033 Requested Position Title: ACCOUNTANT I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other DELETE *ky*

SALARY REQUEST:	33,349.00	33,439.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	<u>33,349.00</u> <i>ky</i>
SALARY REQUEST:			
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>33,439.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other FGP, SCP, CSBG

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:**

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)*

AMENDMENT TO CREATE NEW POSITON OF ACCOUNTANT I.
FGP/SCP PAYROLL POSITON NO LONGER NEEDED

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

2-14-20
 Date
2/20/2020
 Date
02/21/2020
 Date

