



# 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: 02/20/2020 Current Slot No.: 0026  
 Department Name: Precinct 2 Administration Current Position Title: \_\_\_\_\_  
 Department No.: 122-005 Requested Position Title: Buyer II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 37,548.00	\$ 37,548.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 37,548.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

- Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Salary Adjustment       Other 0-1200-431-00-122-006-0-890

- 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)**

Pct 2 Re-Organization plan.

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

2-21-20  
 Date  
2/21/2020  
 Date  
02/25/2020  
 Date