COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 03/23/2020
Current Slot No.: 0003
Department Name: SHERIFF'S OFFICE
Current Position Title: DEPUTY SHERIFF ~~STEP II~~
Department No.: 280-005
Requested Position Title: DEPUTY SHERFF ~~STEP II~~

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Position to be deleted

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 47,062.00	$ 0.00	-$ 47,062.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: -$ 47,062.00

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)***

Position to be deleted under account #1227-421-00-280-005-0-113

Department Head — Date 3-23-20

Department of Human Resources — Date 4/01/2020

Department of Budget & Management — Date 04/02/2020

HR Form: 028
Revised: 07/07/2017