



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: 03/30/2020 Current Slot No.: 2006 of proposed
 Department Name: 370th District Court Current Position Title: _____
 Department No.: 007-001 Requested Position Title: Court Coordinator (DC)

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

SALARY REQUEST:	\$ 0.00	\$ 3,713.00	\$ 0.00 3,713.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 0.00	\$ 3,713.00		

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:**

<u>04/13/2020</u>	<u>04/30/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>3</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>64,352.00</u>		Hourly Rate <u>\$ 30.94</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>3</u>	<u>40</u>	<u>120</u>	<u>\$ 30.94</u>	<u>\$ 3,712.80</u> \$ 3,713.00
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)

The full-time Court Coordinator is retiring at the end of April. The temporary position is for the employee who will replace the current Court Coordinator. She will be in training for 3 weeks under this Temporary position.

Department Head _____

03/30/2020
Date

Department of Human Resources _____

4/01/2020
Date

Department of Budget & Management _____

04/02/2020
Date