



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: 04/01/2020 Current Slot No.: TBD - 0117 proposed E.M.
 Department Name: Pct. 3 Rd. Maint. Current Position Title: N/A
 Department No.: 123-005 Requested Position Title: Road Maintenance Foreman

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

SALARY REQUEST: \$ 0.00 \$ 51,084.00 \$ 51,084.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 51,084.00

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	
			=	Hourly Rate	
				=	Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Precinct daily operational projects

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

04/01/2020
 Date 4/17/2020
 Date 04/22/2020
 Date _____

