



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

REIVED

APR 30 2020

SH
DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 04/27/2020 Current Slot No.: 0025 0032 28
 Department Name: Hidalgo County Pct.4 Current Position Title: _____
 Department No.: 124-001 Requested Position Title: TRUCK DRIVER II

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

SALARY REQUEST: <u>0.00 28</u>	Current Budgeted Amount	\$ 29,807.00 Proposed Budgeted Amount	\$ 29,807.00 Net Change
SALARY REQUEST: _____	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 29,807.00</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

*** 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)

Precinct reorganization, reclassification will ensure a smoother workflow.

Ellie Torres
Department Head

Allye Dely
Department of Human Resources

[Signature]
Department of Budget & Management

4/27/20
Date

4/29/2020
Date

8/1/2020
Date



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 04/27/2020 Current Slot No.: 0025
 Department Name: Hidalgo County Pct.4 Current Position Title: SANITATION ATTENDANT II
 Department No.: 124-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>28,565.00</u> Current Budgeted Amount	<u>0.00</u> Proposed Budgeted Amount	<u>-28,565.00</u> Net Change
SALARY REQUEST:	<u>27,599.00</u> Current Budgeted Amount	<u>0.00</u> Proposed Budgeted Amount	<u>-\$ 27,599.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-28,565.00</u>		<u>-\$ 27,599.00</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 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)

Precinct reorganization, reclassification will ensure a smoother workflow.

Ellie Coues
Department Head

Ellie Coues
Department of Human Resources

Ellie Coues
Department of Budget & Management

4/27/20
Date

4/29/2020
Date

5/1/2020
Date