



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: 05/11/2020 Current Slot No.: 0012
 Department Name: Fire Marshal Current Position Title: Fire Investigator
 Department No.: 300-001 Requested Position Title: Fire Investigator Investigator 28

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change to full-time

SALARY REQUEST:	<u>\$ 20,276.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 20,276.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 20,276.00</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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		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)

Change slot no. 0012 Fire Investigator from part-time to full-time

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

Date 5/11/20
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