



# 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: 05/19/2020 Current Slot No.: T018  
 Department Name: Health Benefits ADM Current Position Title: Clerk I  
 Department No.: 115-009 Requested Position Title: Clerk I

f.m.

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend Temp Position

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 12,917.00</u>	<u>\$ 12,917.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 12,917.00

**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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>07/01/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Hourly Rate <u>\$ 12.4201</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.4201</u>	<u>\$ 12,917.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours x Hourly Rate = Budgeted Salary

f.m.

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

Requesting temporary position extension in order to continue assisting staff member with administrative support and with the daily demands of the office.

\_\_\_\_\_  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

5/15/2020  
Date

5/22/2020  
Date

05/22/2020  
Date

RECEIVED

MAY 15 2020

DEPARTMENT OF HUMAN RESOURCES