



# 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: 06/16/2020 Current Slot No.: 0001/0002 / 0003/0004/0005 *tg*  
 Department Name: SHERIFF'S OFFICE Current Position Title: Deputy Sheriff *see attached*  
 Department No.: 280-095 Requested Position Title: Deputy Sheriff *see attached*

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Slot #'s to be deleted

<b>SALARY REQUEST:</b>	<u>\$ 45,914.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 45,914.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 45,914.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 45,914.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 91,828.00</u>		

*Handwritten notes: \$227,452.00, -\$227,452.00*

**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 x Hourly Rate = Budgeted Salary				

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

Requesting to Delete slot #'s under VAWA Grant.  
 Please see attached for additional slot #'s to be deleted request.

\_\_\_\_\_  
Department Head  
 \_\_\_\_\_  
Department of Human Resources  
 \_\_\_\_\_  
Department of Budget & Management

Date 6/16/20  
 Date 6/17/2020  
 Date 06/18/2020



