



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: 12/03/2019 *06/22/2020* *Am* Current Slot No.: T007 B *fg*
 Department Name: 275th District Court Current Position Title: Legal Assistant II
 Department No.: 005 - 001 Requested Position Title: Legal Assistant II

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

SALARY REQUEST: \$0.00 *\$17,384.00* *\$34,767.00* *\$17,384.00*
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$34,767.00 *\$17,384.00* *Am*

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:

<u>07/01/2020</u>	<u>12/31/2020</u>	<u>Monday - Friday 8am-5pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$34,767</u>		Hourly Rate <u>\$ 16.7146</u> <i>Am</i>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		<i>\$17,384.00</i> <i>Am</i>		
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 16.7146</u>	<u>\$ 17,378.00</u> <i>Am</i>
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)

Department Head *[Signature]*
 Department of Human Resources
 Department of Budget & Management

Date June 19, 2020
6/19/2020
 Date 06/22/2020
 Date