



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 Current Slot No.: T007 B kg
 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:	<u>\$0.00</u>	<u>\$17,378.00</u>	<u>\$17,378.00</u>
	<u>\$34,767.00</u>	<u>\$34,767.00</u>	<u>\$34,767.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	<u>\$17,378.00</u>	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$34,767.00</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:**

<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>\$ 16.71</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 16.71</u>	<u>\$ 17,378.00</u>
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

June 19, 2020

 Date

 Department of Human Resources Date

 Department of Budget & Management Date