





# 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: 06/30/2020 Current Slot No.: 0010-0030  
 Department Name: Emergency Management Current Position Title: \_\_\_\_\_  
 Department No.: 110-075 115-096 Requested Position Title: Administrative Assistant IV

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 40,552.00</u>	<u>\$ 40,552.00</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
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 40,552.00</u>	

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other CARES Act funding

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)

Hidalgo County COVID-19 response. Position will be end on 12/31/2020.

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

6/30/2020  
Date  
7/02/2020  
Date  
07/03/2020  
Date