



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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 JUN - 2 2020  
 DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 06/02/2020 Current Slot No.: T004  
 Department Name: Health & Human Services Current Position Title: Clerk I  
 Department No.: 340 - Program 005 Requested Position Title: CLERK I

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 12,480.00 <del>\$ 12,000.00</del>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>-\$ 12,000.00</del>	\$ 12,480.00	

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fund 1293, Program 005

**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 to Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$ 24,960.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.00</u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.00</u>	<u>\$ 12,480.00</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)

Temporary full-time Clerk position is needed as part of the COVID-19 pandemic response plan. Duties involve data entry, data tabulating, document processing and transportation, supplies inventory and maintenance to include COVID-19 supplies and protective personal equipment, public interaction and public information.

Eduardo Olivarez  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

06/02/2020  
 Date  
06/03/2020  
 Date  
06/03/2020  
 Date