



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: 11/19/2020 Current Slot No.: T108 & T109
 Department Name: Precinct 2 Rd Maintenance Current Position Title: Maintenance I (2 Positions)
 Department No.: 122-006 Requested Position Title: Maintenance I ty

REQUEST FOR:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other extend Temporary Full-Time positions
<u>T108</u>				
SALARY REQUEST:	\$ 0.00	\$ 26,322.00	\$ 26,322.00	\$ 26,322.00 +2,437.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<u>T109</u>				
SALARY REQUEST:	<u>\$0.00</u>	<u>\$ 2,437.00</u>	\$ 0.00	<u>+2,437.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT: \$-26,322.00 <u>+4,874.00</u> En				

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>11/30/2020</u>	<u>12/31/2020</u>	<u>Mon - Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>5</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.1861</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>5</u>	<u>40</u>	<u>200</u>	<u>\$ 12.1861</u>	<u>\$2,437.22</u> 2437.00 En
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 an extension for the two temporary positions until the end of December 2020 to assist current staff with daily department workload.

Erika Zamora
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

11/20/20
 Date
11/25/2020
 Date
11/30/2020
 Date