



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: 11/25/2020 Current Slot No.: TBD-0017
 Department Name: DA's Civil Litigation Current Position Title: N/A
 Department No.: 080-013 Requested Position Title: Attorney IV

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

SALARY REQUEST: <u>obj 113</u>	\$ 0.00 Current Budgeted Amount	\$ 81,065.00 Proposed Budgeted Amount	\$ 81,065.00 Net Change
SALARY REQUEST: <u>obj 118</u>	\$ 0.00 Current Budgeted Amount	\$ 2,000.00 Proposed Budgeted Amount	\$ 2,000.00 Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 83,065.00</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:**

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				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

Position is necessary to address the increased operations (workload, duties and responsibilities) of the Civil Litigation Division stemming from public health emergency.

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

11/25/2020
Date
11/30/2020
Date
12/01/2020
Date

