



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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DEC 28 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: 12/22/2020 Current Slot No.: T018 T&D  
 Department Name: Hidalgo Current Position Title: Deputy Constable  
 Department No.: 291-001 Requested Position Title: Deputy Constranle

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 11,476.00	\$ 11,476.00
	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>	\$ 11,476.00		

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>01/21/2021</u>	<u>03/31/2021</u>	<u>Mon. Thru Fri. 8pm to 5pm</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>45914.00</u>		Hourly Rate <u>22.0740</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 22.0740</u>	<u>\$ 11,476.00</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)

This position will assist this department due to a deputy being out on critical illness

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

12-28-20  
Date

12/29/20  
Date

12/29/2020  
Date