COUNTY OF HIDALGO
DEPARTMENT OF HUMAN RESOURCES

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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.: ~~T008~~ T&D
Department Name: 275TH District Court
Current Position Title: ~~Legal Assistant II~~
Department No.: 005
Requested Position Title: Legal Assistant II

REQUEST FOR: ☐ New Position ☑ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		~~$ 8,689.00~~ 8692.00	$ ~~8,689.00~~ 8692.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: ~~$ 8,689.00~~ 8692.00

S.M.

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:**

01/01/2021	03/31/2021	Monday - Friday 8am-5pm	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks

Annual Salary $34,767 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate $ 16.7149

13		40		520		$ 16.7149		~~$ 8,689.00~~ 8692.00
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)***

Department Head — Date 12/22/20
Department of Human Resources — Date 12/28/2020
Department of Budget & Management — Date 12/28/2020

HR Form: 028
Revised: 07/07/2017