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: 12/22/2020 Current Slot No.: T008

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	$ 8,689.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 8,689.00

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:**

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

Annual Salary $34,767 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate $ 16.71

No. of Weeks		Hours per Week	=	Total Hours	x	Hourly Rate	=	Budgeted Salary
13	x	40	=	520	x	$ 16.71	=	$ 8,689.00

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

Department of Budget & Management — Date

HR Form: 028
Revised: 07/07/2017