



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: 01/04/2021 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

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
T108					
SALARY REQUEST:	\$ 0.00	\$ <u>8,287.00</u>	\$ <u>8,287.00</u>	\$ <u>8,287.00</u>	Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
T109					
SALARY REQUEST:	\$ 0.00	\$ <u>8,287.00</u>	\$ <u>8,287.00</u>	\$ <u>8,287.00</u>	Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 16,564.80</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2021</u>	<u>04/30/2021</u>	<u>Mon - Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>17</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.18 65</u>	
<u>17</u>	<u>40</u>	<u>680</u>	<u>\$ 12.18 65</u>	<u>\$ 8,287.00</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)*

Requesting an extension for the two temporary positions until April 30, 2021 to assist current staff with daily department workload.

Erika Zamora
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

1/6/21
Date

1/8/21
Date

1/8/2021
Date

