



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

AMENDED PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 05/19/2021 Current Slot No.: T006 (proposed) kg
 Department Name: County Court-At-Law No.1 Current Position Title: _____
 Department No.: 021 001 Requested Position Title: Bailiff (Temporary) I (cc)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$ 7,581.00</u> \$ 50,258.00	<u>\$ 7,581.00</u> \$ 50,258.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 7,581.00</u> \$ 50,258.00	

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>06/01/2021</u>	<u>07/30/2021</u>	<u>8-5</u>	<u>40</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u>Annual Salary</u>		<u>\$ 43,796.00</u> \$ 50,258.00	<u>Hourly Rate</u>	<u>\$ 21.05</u> \$ 24.16
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>\$ 21.05</u>	<u>\$ 7,581.00</u>	
<u>9</u>	<u>40</u>	<u>360</u>	<u>\$ 24.16</u>	<u>\$ 8,698.00</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)

Current Bailiff is leaving and need this transitional time for training purposes.
Not to exceed 60 days.

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

5/20/21
Date
5/20/21
Date
06/01/2021
Date