



# 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: 05/04/2021 Current Slot No.: TBD 7484 - 7487  
 Department Name: SHERIFF'S OFFICE Current Position Title: Please see attached  
 Department No.: 280-002 Requested Position Title: Please see attached

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Extend temporary full-time positions to

SALARY REQUEST: \$ 0.00 \$ 71,880.00 \$ 0.00 \$ 71,880.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00 \$ 71,880.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fundings from Long Term Military, FMLA, etc.

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

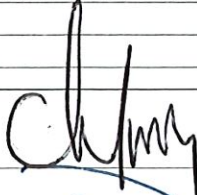
CIVIL SERVICE:  Exempt FLSA:  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>07/01/2021</u>	<u>12/31/2021</u>		<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$35,940.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 17.28<sup>78P</sup></u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 17.28<sup>78P</sup></u>	<u>\$ 17,970.00</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)**

Fundings from long term Military, FMLA, etc.  
Please see attached for a total of four (4) temp. Detention Officer positions

Department Head 

Date 5/5/21

Department of Human Resources 

Date 6/8/21

Department of Budget & Management 

Date 06/01/21



