



# 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: 06/08/2021 Current Slot No.: T110 (proposed) kg  
 Department Name: Precinct 2 Rd Maintenance Current Position Title: \_\_\_\_\_  
 Department No.: 122-006 Requested Position Title: Mechanic I

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00 <small>Current Budgeted Amount</small>	\$ 14,903.20 <sup>4.00</sup> <small>Proposed Budgeted Amount</small>	\$ 14,903.20 <sup>4.00</sup> <small>Net Change</small>
<b>SALARY REQUEST:</b>	\$ 0.00 <small>Current Budgeted Amount</small>	\$ 0.00 <small>Proposed Budgeted Amount</small>	\$ 0.00 <small>Net Change</small>
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 14,903.20 <sup>4.00</sup>		

**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>06/15/2021</u>	<u>12/14/2021</u>	<u>Mon - Fri 8 a.m. - 5 p.m.</u>	<u>40</u>	<u>26</u>
<small>Start Date</small>	<small>End Date</small>	<small>Work Schedule</small>	<small>Hours per Week</small>	<small>No. of Weeks</small>
Annual Salary <u>\$29,807</u>		Hourly Rate <u>\$ 14.3303</u>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 14.3303</u>	<u>\$ 14,903.20<sup>4.00</sup></u>
<small>No. of Weeks x Hours per Week =</small>		<small>Total Hours</small>	<small>x Hourly Rate =</small>	<small>Budgeted Salary</small>

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

Requesting a temporary position to assist current staff with daily department workload.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Erika Zamora  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

6/18/21  
 Date

6/8/21  
 Date

06/10/21  
 Date