



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: 06/11/2021 Current Slot No.: ~~TBD~~ 0025
 Department Name: EXECUTIVE OFFICE Current Position Title: _____
 Department No.: 125 -001 Requested Position Title: FORENSIC CENTER ATTENDANT

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 29,807.00</u> Proposed Budgeted Amount	<u>\$ 29,807.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 29,807.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				

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)

Due to the ongoing process of contracting a forensic pathologist, the current number of staff is not sufficient to support the ongoing Forensic Center Operations. Currently, the Forensic Center lacks support personnel that was afforded by prior contracted vendor and was lost when said vendor separated from the County.

Monica Garcia
 Department Head

06/11/2021
 Date

[Signature]
 Department of Human Resources

6/11/21
 Date

[Signature]
 Department of Budget & Management

06/14/2021
 Date