



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.: 0008
 Department Name: Justice of the Peace Pct.3 Pl.1 Current Position Title: _____
 Department No.: 065-001 Requested Position Title: Clerk IV

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 32,192.00</u>	<u>\$ 32,192.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 32,192.00</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)

I am a newly elected Justice of the Peace and did not fill our current vacant slot in order to assess the job duties that will be assigned in order to fill the office current needs. At this time I am requesting to create Clerk IV position due to the complexity of tasks that will be assigned to the clerk that will be hired to fill the vacant position. We are needing a Clerk IV to perform advanced (senior-level) clerical work.

Dr. Sonia M. Trevino
 Department Head

06/11/2021
 Date

Department of Human Resources

6/18/21
 Date

Department of Budget & Management

06/21/2021
 Date



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.: 0006
 Department Name: Justice of the Peace Pct.3 Pl.1 Current Position Title: Clerk III
 Department No.: 065-001 Requested Position Title: ~~Clerk III~~

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

SALARY REQUEST:	<u>\$27,599.00</u> \$29,565.00 28	\$ 0.00	-\$27,599.00 28
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$29,565.00 <u>\$27,599.00</u> 28		

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)

I am a newly elected Justice of the Peace and have given sufficient time to evaluate the office needs.
 At this time I am requesting to delete Clerk III position due to the complexity of duties that will be assigned to clerk that will be hired to fill our vacant position.

Dr. Sonia M. Trevino
 Department Head

06/11/2021
 Date

Department of Human Resources

6/18/21
 Date

Department of Budget & Management

06/21/2021
 Date