



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: June 17, 2021 Current Slot No.: T003 (proposed) fg
 Department Name: Master Court #2 Current Position Title: _____
 Department No.: 032 -001 Requested Position Title: Temporary Clerk I

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

SALARY REQUEST: \$0.00 +1520.00 \$11,520.00 12,000 \$0.00 \$11,520.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ \$ 0.00 _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$0.00 \$11,520.00 12,000.00 2m.

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 FLSA: Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>7/13/21</u>	<u>7/12/21</u>	<u>12/31/21</u>	<u>M-F</u>	<u>40</u>	<u>-24 25</u>
Start Date	End Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>24,960.00</u>			Hourly Rate <u>12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate					
<u>24 25</u>	<u>40</u>	<u>960</u>	<u>1000</u>	<u>12.00</u>	<u>11520.00 12,000.00</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)

Assistant Court Coordinator will be out on FMLA due to medical reasons. Need position filled to assist Court with her duties.

 Department Head

 Department of Human Resources

 Department of Budget & Management

6/17/2021
 Date
7/2/21
 Date
07/07/2021
 Date

