



# 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: 06/23/2021 Current Slot No.: T037  
 Department Name: Urban County Program Current Position Title: \_\_\_\_\_  
 Department No.: 250 - 001 Requested Position Title: Clerk II

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

SALARY REQUEST:	\$ 0.00	\$ 25,347.00	\$ 25,347.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 25,347.00	<del>\$ 5,851.00</del> 11,699.00	<del>\$ 5,851.00</del> 11,699.00

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>7/19/21</u>	07/26/2021	09/24/2021	Mon. - Fri. 8 AM - 5 PM	40	8-12 24
	Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
	Annual Salary <u>25,347.00</u>		Hourly Rate <u>\$ 12.19861</u>		
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>24</u>	<u>8</u>	<u>40</u>	<u>320</u>	<u>\$ 12.19861</u>	<u>\$ 3,899.34</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)**

Position is needed to carry out the work duties of an employee that is out on FMLA.

[Signature]  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

06/23/2021  
 Date

6/28/21  
 Date

07/06/2021  
 Date

COUNTY DEPT. EDGET & HIGHT JUN 25 2021 10:13