



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: 08/20/2021 Current Slot No.: T008 -T009
 Department Name: Indigent Defense Current Position Title: _____
 Department No.: 070-001 Requested Position Title: Eligibility Specialist

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>21,782.00</u> \$20,635.00	<u>21,782.00</u> \$20,635.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>21,782.00</u> -\$ 20,635.00	

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>34</u> 08/30/2021	12/31/2021	M-F 8:00am-5:00pm	40	<u>9</u> 18
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	29807	Hourly Rate	\$ 14.3303	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u> 18	40	<u>6</u> 720	\$ 14.3303	<u>10,891.00</u> \$ 10,318.00 (x2)
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)

Expand staff at the jail to keep up with an increase of duties and job demands/workload.

[Signature]
Department Head Date: 8-23-21

[Signature]
Department of Human Resources Date: 8/23/21

[Signature]
Department of Budget & Management Date: 08/23/2021