



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: 09/01/2021 Current Slot No.: 0010 - 0011
 Department Name: DBM Current Position Title: _____
 Department No.: 115-101 Requested Position Title: COVID-19 Clerk I

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

SALARY REQUEST: <u>0010</u>	<u>\$37,440.00</u> Current Budgeted Amount	<u>24,960.00</u> <u>\$37,440.00</u> Proposed Budgeted Amount	<u>24,960.00</u> <u>\$-37,440.00</u> Net Change
SALARY REQUEST: <u>0011</u>	<u>\$0.00</u> Current Budgeted Amount	<u>24,960.00</u> Proposed Budgeted Amount	<u>\$0.00</u> <u>24,960.00</u> Net Change

TOTAL BUDGETARY IMPACT: -\$37,440.00 49,920

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> ARPA Grant

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>10/01/2021</u> Start Date	<u>06/30/2022</u> End Date	<u>M-F 8:00am-5:00pm</u> Work Schedule	<u>40</u> Hours per Week	<u>39</u> 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>39</u> No. of Weeks	x	<u>40</u> Hours per Week	=	<u>1560</u> Total Hours
			x	<u>\$12.00</u> Hourly Rate
			=	<u>\$18,720.00</u> x 2 Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Positions necessary at the Courthouse to inhibit spread of COVID-19.

Department Head

Department of Human Resources

Department of Budget & Management

9/2/2021
Date

9/2/21
Date

09/02/2021
Date