



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: 09/13/2021 Current Slot No.: 0003
 Department Name: Criminal Auxiliary Court Current Position Title: Bailiff II (DC)
 Department No.: 045-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 52,872.00</u>	<u>\$ 0.00</u>	<u>-\$ 52,872.00</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>-\$ 52,872.00</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)

Delete vacant position to create a Bailiff I.

Department Head _____

 Department of Human Resources _____

 Department of Budget & Management _____

9/21/21
Date
9/22/21
Date
09/23/2021
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: 09/13/2021 Current Slot No.: 0007
 Department Name: Criminal Auxiliary Court Current Position Title: _____
 Department No.: 045-001 Requested Position Title: Bailiff I

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

SALARY REQUEST:	<u>\$ 43,796.00</u>	<u>\$ 43,796.00</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>\$ 43,796.00</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)

See attached

Department Head _____

Date 9/21/21

Department of Human Resources _____

Date 9/22/21

Department of Budget & Management _____

Date 09/23/2021

Justification:

Auxiliary Court is in need of a Bailiff I position due to selected candidate's current Peace Officer certification.