



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

OCT 26 2021
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/25/2021 Current Slot No.: 0005
 Department Name: WIC Program Current Position Title: Custodian I
 Department No.: 350-0017 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Deletion
SALARY REQUEST:	\$ 24,960.00 12,917.00	\$ 24,960.00	\$ 24,960.00 \$0.00	\$ 24,960.00 -12,917.00	\$ 24,960.00 -12,917.00
	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
SALARY REQUEST:	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
TOTAL BUDGETARY IMPACT:	-12,917.00				\$ 0.00
	-\$ 24,960.00				Net Change

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Other _____
- Will Require Additional Funds

- POSITION TYPE:**
- Full Time Regular Object Code 113
 - Full Time Temporary Object Code 121
 - Part Time Regular Object Code 114
 - 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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		
Hourly Rate _____				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

This position will no longer be funded by this grant

Clarissa S
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

10/25/2021
Date

10/27/21
Date

10/27/2021
Date