



# 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: 12/20/2021 Current Slot No.: 0004  
 Department Name: 449th District Court Current Position Title: Bailiff II (DC)  
 Department No.: 011-001 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		
					Delete	
SALARY REQUEST:	<u>\$52,872.00</u>	<u>\$ 0.00</u>	<u>-\$52,872.00</u>	<u>-\$51,084.00</u>		
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change			28
Intermeter Allowance:	<u>4,000.00</u>	<u>0.00</u>	<u>\$0.00</u>	<u>-\$4,000.00</u>		
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change			
TOTAL BUDGETARY IMPACT:	<del>-\$ 51,084.00</del>	<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 Bailiff II (DC) position.

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\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Department of Human Resources

\_\_\_\_\_  
 Department of Budget & Management

12/20/2021  
 Date

12/20/21  
 Date

12/22/2021  
 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: 12/20/2021 Current Slot No.: TBD  
 Department Name: 449th District Court Current Position Title: \_\_\_\_\_  
 Department No.: 011-001 Requested Position Title: Bailiff

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

<i>28</i>	SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 43,440.00</u>	<u>\$ 43,440.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>\$ 0.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	TOTAL BUDGETARY IMPACT:	<u>\$ 43,440.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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)**

Creating Bailiff position due to certification requirement.

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Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_  
 Department of Budget & Management \_\_\_\_\_

12/20/2021  
 Date  
12/20/21  
 Date  
12/22/21  
 Date