



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: 12/17/2021 Current Slot No.: TBD
 Department Name: Facilities Management Current Position Title: _____
 Department No.: 220-001 Requested Position Title: Central Utility Plant ^{manager} Supervisor

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$47,300.00</u>	<u>\$47,300.00</u>
Current Budgeted Amount	<u>-\$51,084.00</u>	<u>\$-51,084.00</u>
	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$-51,084.00</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)*

This position is intended to monitor and control building mechanical lighting control.

Debra Rene Villaverde 12-17-21
 Department Head Date
[Signature] 12/20/21
 Department of Human Resources Date
[Signature] 12/22/2021
 Department of Budget & Management Date