



# 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: 01/13/2022 Current Slot No.: T054  
 Department Name: Precinct 3 Current Position Title: \_\_\_\_\_ **28**  
 Department No.: 123-001 Requested Position Title: Truck Driver III

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 17,378.00</u> <sup>84</sup> <u>34,767.00</u>	<u>\$ 17,378.00</u> <sup>84</sup> <u>34,767.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 17,378.00</u> <sup>84</sup> <u>34,767.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_ **PR**

**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 **26** **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>01/31/2022</u>	<u>07/31/2022</u>	<u>Monday-Saturday</u>	<u>40 hrs.</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	<u>\$34,767.00</u> <sup>84</sup> <u>17,378.00</u>	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate	<u>\$ 16.7149</u> <sup>84</sup>
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 16.7149</u>	<u>\$ 17,378.00</u>
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)**

Temporary truck driver position is needed to fulfill Precinct truck driver needs. Precinct is currently understaffed at the the truck driver position.

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

01/18/2022  
 Date  
1/19/22  
 Date  
01/21/2022  
 Date