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: 02/02/2022

Department Name: Urban County

Department No.: 250-002

Current Slot No.: 0011

Current Position Title: _____

Requested Position Title: Coordinator I

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

SALARY REQUEST: _____ Current Budgeted Amount | $ 37,548.00 Proposed Budgeted Amount | $ 37,548.00 Net Change

SALARY REQUEST: _____ Current Budgeted Amount | _____ Proposed Budgeted Amount | $ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 37,548.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget
☐ Salary Adjustment
☐ Annual Budget Cycle
☐ Will Require Additional Funds
☑ Other Home-American Rescue Plan

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 _____

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)*

Position is needed to carry out the implementation of a new grant (HOME - AMERICA Rescue Plan).

P.R. _____ Department Head — 02/02/22 Date

_____ Department of Human Resources — 2/2/22 Date

_____ Department of Budget & Management — 2/3/2022 Date

HR Form: 028
Revised: 07/07/2017