



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: 2/22/22 Current Slot No.: 0004
 Department Name: 206th District Court Current Position Title: Bailiff II (DC) 28
 Department No.: 004-001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Delete

SALARY REQUEST: <u>51,084</u>	<u>\$0.00</u>	\$ 0.00 (<u>\$51,084</u>)
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>interpreter allowance</i> SALARY REQUEST: <u>\$6,000.00</u>	<u>0.00</u>	\$ 0.00 (<u>\$6,000.00</u>)
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 0.00 (-\$51,084)</u>		

28

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)

hiring of employee for Bailiff I

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

2/23/2022
Date

3/4/22
Date

3/4/22
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: 2/22/22 Current Slot No.: 0006
 Department Name: 206th District Court Current Position Title: _____
 Department No.: 004-001 Requested Position Title: Bailiff I

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

SALARY REQUEST:	<u>0</u>	<u>\$43,796.00</u>	<u>\$-0.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>Interpreter allowance</i>				
SALARY REQUEST:	<u>\$43,796</u>	<u>\$6,000.00</u>	<u>\$-0.00</u>	<u>\$6,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</u>	<u>\$49,796.00</u>		<u>28</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)

hiring of employee for Bailiff I

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

2/23/2022
 Date
3/4/22
 Date
3/4/2022
 Date