



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: 03/03/2022 Current Slot No.: TBD 0103
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Accountant Accounting II

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

SALARY REQUEST: 0.00 \$ 40,552.00 \$ 40,552.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 40,552.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA

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:**

03/14/2022	09/14/2022	Monday - Friday 8:00am to 5:00pm	40	26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>40,552.00</u>		Hourly Rate <u>\$ 19.49</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
26	40	1040	\$ 19.49	\$ 20,269.60
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)

Employee will perform routine accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, budgeting, or bond and will work under moderate supervision. Position funded through 9/30/2022

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

03/03/2022
 Date
3/14/22
 Date
3/14/22
 Date