



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: 03/30/2022 Current Slot No.: 240-001-0023
 Department Name: Human Services Current Position Title: Billing Specialist II
 Department No.: 240-001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change position type

SALARY REQUEST: \$ 28,565.00 \$14,279.00 \$14,279.00 \$14,283.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change 28

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

TOTAL BUDGETARY IMPACT: -\$14,282.50 \$14,279.00 \$14,283.00

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)

Requesting to change from full-time to part-time regular position 20 Hrs.

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

03/30/2022
 Date
3/30/22
 Date
3/31/22
 Date