



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

APR 19 2022
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 04/18/2022 Current Slot No.: T074 & T075, T076
 Department Name: Precinct 2 Parks Current Position Title: _____
 Department No.: 122 - 008 Requested Position Title: Maintenance I (2 Positions)

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

SALARY REQUEST:	\$ 0.00	\$ 12,677.60 ^{4.00}	\$ 12,677.60 ^{4.00}
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 12,677.60 ^{4.00}	\$ 12,677.60 ^{4.00}
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 25,355.20		

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:**

05/09/2022	11/06/2022	Mon - Fri 8 a.m. - 5 p.m.	40	26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$25,347.00 / 2080 = 12.1860	Hourly Rate	\$ 12.19-1860
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		\$12,677.60 (x2)
26	40	1040	\$ 12.19860 x 2 =	\$ 25,355.20
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 temporary position in order to assist current staff with daily department workload.

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

4-19-22
 Date
4/27/22
 Date
4/28/22
 Date