



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: 04/27/2022 Current Slot No.: 0016
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-003-115-268 Requested Position Title: Clerk IV Supervisor I ²⁸

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: <u>50.00</u>	SALARY REQUEST: <u>\$37,548.00</u>	SALARY REQUEST: <u>\$37,548.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		-\$0.00
		\$ 0.00
TOTAL BUDGETARY IMPACT: <u>-\$0.00 \$37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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:**

		<u>Monday - Friday 8:00AM - 5:00 PM</u>	<u>40</u>	<u>52</u>
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)

See attached Temporary Position Request Form, requesting position for one year.

Dairen Sarmiento Rangel
 Department Head
 Department of Human Resources
 Department of Budget & Management

04/27/2022
 Date
4/28/22
 Date