



# 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: 05/13/2022 Current Slot No.: T028 (proposed)  
 Department Name: Executive Office Current Position Title: \_\_\_\_\_  
 Department No.: 125-001 Requested Position Title: Public Information Specialist I

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

SALARY REQUEST: _____	SALARY REQUEST: _____	SALARY REQUEST: _____
\$ 0.00	<del>40,552.00</del> \$ 25,740.00	<del>40,552.00</del> \$ 25,740.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____		
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
_____	_____	\$ 0.00
TOTAL BUDGETARY IMPACT: <del>\$ 25,740.00</del> 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 \_\_\_\_\_

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>05/17/2022</u>	<u>12/31/2022</u>	<u>M-F 8:00 - 5:00</u>	<u>40</u>	<u>33</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$40,552.00</u>		Hourly Rate <u>\$ 19.50<sup>4962</sup></u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>33</u>	<u>40</u>	<u>1320</u>	<u>\$ 19.50<sup>4962</sup></u>	<u>\$ 25,740.00<sup>35</sup></u>
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)

To address office needs.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

M. Salin  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

5/13/22  
 Date  
5/16/22  
 Date  
5/16/22  
 Date