



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: 05/23/2022 Current Slot No.: T077
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 008 Requested Position Title: Athletic Trainer

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$3,971.00</u>	<u>\$3,971.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</u>	<u>\$3,971.00</u>	

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POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DBM will prepare transfer

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>05/31/2022</u>	<u>08/14/2022</u>	<u>Monday - Saturday</u>	<u>20</u>	<u>11 weeks</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		<u>18.0519</u>		
Annual Salary		<u>\$37,548.00 / 2080 = \$18.05/hr.</u>	Hourly Rate	<u>\$ 18.05</u>
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
<u>11</u>	<u>20</u>	<u>220</u>	<u>\$ 18.05</u>	<u>\$ 3,971.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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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

5/24/22
 Date

5/24/22
 Date

5/27/22
 Date