



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: 05/16/2022 Current Slot No.: 0006
 Department Name: 449th District Court Current Position Title: Bailiff
 Department No.: 011 -001 Requested Position Title: Bailiff I

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

<i>SALARY REQUEST:</i>	<u>\$ 43,440.00</u>	<u>\$ 45,329.00</u>	<u>\$ 1,889.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>SALARY REQUEST:</i>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>TOTAL BUDGETARY IMPACT:</i>	<u>\$ 1,889.00</u>		

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)

Employee has met qualifications/criteria for upgrade to Bailiff I position.

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

05/16/2022
 Date
5/24/22
 Date
5/27/22
 Date