



**PERSONNEL ADJUSTMENT REQUEST FORM**

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

Date: 05/20/2022 Current Slot No.: T010 & T011  
 Department Name: Indigent Defense Current Position Title: Eligibility Specialist  
 Department No.: 070-001 Requested Position Title: Eligibility Specialist

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other  Extend 80

SALARY REQUEST:	\$ 0.00	<del>\$ 3,439.00</del> <u>\$ 29,804.40</u>	<del>\$ 3,439.00</del> <u>\$ 29,804.40</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	<del>\$ 3,439.00</del>	<del>\$ 3,439.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<del>\$ 6,878.00</del>	<u>\$ 29,804.40</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

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>07/01/2022</u>	<u>12/31/2022</u>	<u>M-F 8-5</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	<u>\$29807.00</u>		Hourly Rate	<u>\$ 14,330.3</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 14,330.3</u>	<u>\$ 3,439.00</u>
No. of Weeks	x	Hours per Week =	Total Hours	x Hourly Rate = Budgeted Salary

\$ 14,905.20 (x2)

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**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Jail case backlog

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

5-20-22  
Date

5/24/22  
Date

5/27/22  
Date

HR Form: 02B  
Revised: 07/07/2017