



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: 05/25/2022 Current Slot No.: 0010 - 0011
 Department Name: DBM Current Position Title: COVID-19 Clerk I
 Department No.: 115-101 Requested Position Title: COVID-19 Clerk I

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

SALARY REQUEST:	<u>\$0.00</u> \$24,960.00 <i>fy</i>	\$ 24,960.00	-\$0.00 <i>\$24,960.00</i>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$0.00</u>	<u>\$24,960.00</u>	\$0.00 <i>\$24,960.00</i>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$0.00 *\$49,920.00*

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)

Positions necessary at the Courthouse to inhibit spread of COVID-19.

Department Head

Date

Department of Human Resources

Date

Department of Budget & Management

Date