



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: 06/03/2022 Current Slot No.: T119
 Department Name: Precinct 4 Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Mechanic I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 14,330.00</u>	<u>\$ 14,330.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 14,330.00</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 PLSA: Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/09/2022</u>	<u>11/30/2022</u>		<u>40</u>	<u>25</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$29,807</u>		Hourly Rate <u>\$ 14.3300</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>25</u>	<u>40</u>	<u>1000</u>	<u>\$ 14.3300</u>	<u>\$ 14,330.00</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)

This temp position would help the Mechanic Shop prep equipment and machines and give them an extra pair of hands, especially in the event of a weather situation.

Ellie Torres
 Department Head

 Department of Human Resources

[Signature]
 Department of Budget & Management

6/3/2022
 Date

6/3/22
 Date

6/3/22
 Date