



# 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: 06/09/2022 Current Slot No.: T006  
 Department Name: Economic Development Current Position Title: \_\_\_\_\_  
 Department No.: 110-081 Requested Position Title: Coordinator IV

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 30,942.00</u>	<u>\$ 30,942.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 30,942.00</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>06/28/2022</u>	<u>12/31/2022</u>	<u>M-F 8:00 am - 5:00 pm</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$59,585.00</u>		Hourly Rate <u>\$ 28.65<sup>466</sup></u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1,080</u>	<u>\$ 28.65<sup>466</sup></u>	<u>\$ 30,942.00<sup>39</sup></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)

Position needed for the Small Cities (under 20,000 population) Program Initiative.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Signature]  
Department Head

6/9/22  
Date

[Signature]  
Department of Human Resources

6/22/22  
Date

[Signature]  
Department of Budget & Management

6-23-22  
Date