



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: 06/27/2022 Current Slot No.: TBD 0020 - 0022
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280-015 Requested Position Title: Detention Officer (Commissary)

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REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: <u>\$ 0.00</u>	<u>\$107,820.00</u> \$ 0.00	<u>\$107,820.00</u> \$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 0.00 \$107,820.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Commissary Account

- 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			Hourly Rate	
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)

Three (3) new positions (Detention Officer) funding from Commissary Account.
Please see attached

Department Head _____

Date 4/27/22

Department of Human Resources _____

Date 7/6/22

Department of Budget & Management _____

Date 7-14-22

