



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: 08/29/2022 Current Slot No.: F045 T007
 Department Name: Economic Development Current Position Title: _____ 28
 Department No.: 110-006 081 Requested Position Title: Program Manager III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	<u>\$22,722.00</u>	<u>\$22,722.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$22,722.00</u>	<u>\$22,719.00</u>	<u>\$22,719.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

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>09/06/2022</u>	<u>12/31/2022</u>	<u>Mon-Fri, 8am-5pm</u>	<u>40</u>	<u>17</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>69,500</u>		Hourly Rate <u>\$ 33.41</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>17</u>	<u>40</u>	<u>680</u>	<u>\$ 33.41</u>	<u>\$ 22,719.00</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)

Position is for the continuation and possible extension of the small cities initiative.

 Department Head
 Department of Human Resources

8-29-22
 Date
8/31/22
 Date