



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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OCT 24 2022
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/14/2022 Current Slot No.: T075 & T076
 Department Name: Precinct 2 Current Position Title: Maintenance I (2 Positions)
 Department No.: 122 - 008 Requested Position Title: Maintenance I

REQUEST FOR:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Extend Temporary Full - Time positions
T075			\$3,900.00	\$3,900.00	
SALARY REQUEST:	\$ 0.00		\$3,897.60	\$ 3,897.60	
	Current Budgeted Amount		Proposed Budgeted Amount	Net Change	
T076			\$3,900.00	\$3,900.00	
SALARY REQUEST:	\$ 0.00		\$3,897.60	-\$3,897.60	
	Current Budgeted Amount		Proposed Budgeted Amount	Net Change	28

TOTAL BUDGETARY IMPACT: ~~-\$7,795.20~~ **\$7,800.00**

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>11/07/2022</u>	<u>12/31/2022</u>	<u>Mon - Fri 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>8</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.1861</u>	
<u>8</u>	<u>40</u>	<u>320</u>	<u>\$ 12.1861</u>	<u>\$3,897.60</u> \$3,900.00
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)

Requesting an extension for the two temporary positions until December 31, 2022 to assist current staff with daily department workload.

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

10/20/22
 Date

10/25/22
 Date