



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: 10/26/2022 Current Slot No.: FBD 09230001
 Department Name: DA'S OFFICE Current Position Title: N/A
 Department No.: 080-002 004 Requested Position Title: CLERK I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00 \$ 24,960.00	\$ 12,960.00 \$ 12,480.00 \$ 24,960.00	\$ 12,960.00 \$ 12,480.00 \$ 24,960.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 24,960.00 \$ 12,480.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 2-1222-412-00-080-006-0-121

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>11/07/2022</u>	<u>05/08/2023</u>	<u>8AM - 5PM</u>	<u>40</u>	<u>27 26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$ 24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>27</u>	<u>40</u>	<u>12.00</u>	<u>\$ 12,480.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

THIS POSITION IS NEEDED TO ASSIST WITH CLERICAL SUPPORT TO ADDRESS THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda Cantu
 Department Head
[Signature]
 Department of Human Resources

Date 10/26/2022
 Date 10/27/22