



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: 10/28/2022 Current Slot No.: _____
 Department Name: Public Affairs Current Position Title: Supervisor I -- Grade 09
 Department No.: 110 Requested Position Title: Supervisor I -- Grade 09

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

SALARY REQUEST:	<u>0</u>	<u>35,000</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>0</u>	<u>35,000</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other AmeriCorps/VISTA

- 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:**

11/15/2022 01/14/2023 40 hours per week 40 09
 Start Date End Date Work Schedule Hours per Week No. of Weeks
 Annual Salary \$35,000 Hourly Rate \$16.82
 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)

Hidalgo County has received a federal grant from AmeriCorps to launch a VISTA program locally. As part of the grant, AmeriCorps is providing \$35,000 for a supervisory position to oversee the VISTA program. While the current position expires on 01/14/2023, once a supervisor is hired, AmeriCorps will extend the grant to a second year and fund the position until 01/13/2024.

Department Head Carlos Sanchez Date 10/28/2022
 Department of Human Resources _____
 _____ Date _____