



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: 09/28/2022 Current Slot No.: T010 - T011
 Department Name: Indigent Defense Current Position Title: Eligibility Specialist
 Department No.: 070-001 Requested Position Title: Eligibility Specialist I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other change to regular F/T

SALARY REQUEST: \$ 29,807.00 \$ 29,807.00 \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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

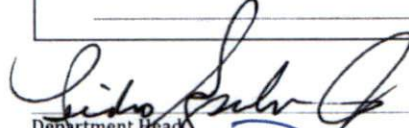

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

*** 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)

Change from full time temporary to full time regular.


 Department Head

 Department of Human Resources

Date _____
11/8/22
 Date