



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DEC 14 2022

RECEIVED
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 12/14/2022 Current Slot No.: TBD 0471-0472
 Department Name: SHERIFF'S OFFICE Current Position Title: MECHANIC I
 Department No.: 280-001 Requested Position Title: Mechanic I 288

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

SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 60,806.00</u> -\$0.00	<u>\$ 60,806.00</u> \$0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 0.00</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 New Positions

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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		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)

Positions will be to assist six (6) Mechanics that currently are in charge of 496 units
 This positions will be to conduct oil changes, tires rotation, alignments, balance, tune ups etc.
 Please see attached.

Department Head [Signature]
 Department of Human Resources

12-14-22
Date
12-14-22
Date

