



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: 01/09/2023 Current Slot No.: T001
 Department Name: CoJudge-AmeriCorpsVISTA Current Position Title: Supervisor I
 Department No.: 110-089 Requested Position Title: Supervisor I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other extend position to

SALARY REQUEST:	<u>\$ 38,299.00</u>	<u>\$ 38,299.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 38,299.00</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:**

<u>01/15/2023</u>	<u>01/13/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>38,299.00</u>	Hourly Rate	<u>\$ 18.41</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>52</u>	<u>40</u>	<u>2080</u>	<u>\$ 18.41</u>	<u>\$ 38,299.00</u>
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)*

Extension of AmeriCorps grant to continue to fund the Supervisor position that will oversee the VISTA program. Position funded through 01/13/2024.

[Signature]

Department Head

1/9/23

Date

Department of Human Resources Date