



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: 1/26/2023 Current Slot No.: T121
 Department Name: PCT 4 Rd. Maintenance Current Position Title: _____
 Department No.: 124 -007 Requested Position Title: Mechanic I

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

SALARY REQUEST:	\$28,063.00 \$28,063.00	\$28,063.00 \$28,065.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	0	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$28,063.00 \$28,065.00	

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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:**

<u>01/31/2023</u>	<u>12/31/2023</u>	<u>Monday - Friday</u>	<u>40</u>	<u>48</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	<u>\$30,403.00</u>	Hourly Rate	<u>14.6168</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>48</u>	<u>40</u>	<u>1920</u>	<u>14.6168</u>	<u>\$28,063.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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

Mechanic I position is a temporary position that is needed to meet the operating needs of our Road & Bridge Department

Ellie Jones
 Department Head

[Signature]
 Department of Human Resources

1/26/23
 Date

1/26/23
 Date