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: 02/28/2023 Current Slot No.: T122

Department Name: PCT 4 RD. MAINTENANCE Current Position Title:

Department No.: 124-007 Requested Position Title: Clerk II

REQUEST FOR: ☐ New Position ☑ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$9,447.00	~~0~~ $9,447.60
SALARY REQUEST:			0

28

TOTAL BUDGETARY IMPACT: $9,447.00

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
03/13/2023	11/30/2023	Monday - Friday	20	38

Annual Salary ~~$25,854.00~~ / 2080 ~~$9,447.00~~ Hourly Rate ~~$12.43~~ $12.4298

Step 1 Salary / 2,000 Hours Per Year = Hourly Rate

28

~~$9,447.00~~

No. of Weeks		Hours per Week	=	Total Hours	x	Hourly Rate	=	Budgeted Salary
38	x	20	=	760	x	$12.4298	=	~~$9,446.6480~~

I.S

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

CLERK II POSITION IS A PART TIME TEMPORARY POSITION THAT IS NEEDED FOR ALL PRECINCT HURRICANE SEASON ACTIVITIES, EVENTS, AND RESPONSIBILITIES.

Ellie Rowe — Department Head — Date 2/28/23

Department of Human Resources — Date 2/29/23

HR Form: 028
Revised: 08/03/2022