



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: 03/08/2023 Current Slot No.: 0001to0005
 Department Name: Sheriff's Office Current Position Title: Certified Medical Assistant
 Department No.: 155-266 Requested Position Title: Certified Medical Assistant

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

| | | | |
|--------------------------------|--|---|---|
| SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$164,175.00</u> \$ 0.00 | <u>\$164,175.00</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 \$164,175.00</u> | | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other To extend current positions under ARPA funds

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>04/01/2023</u> | <u>03/31/2024</u> | <u>vary</u> | <u>40</u> | <u>52</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary <u>\$32,835.00</u> | | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate <u>\$ 15.79</u> | |
| <u>52</u> | <u>40</u> | <u>2080</u> | <u>\$ 15.79</u> | <u>\$ 32,835.00</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)

Positions to be extend currenly under ARPA fundings.

Department Head

Department of Human Resources

03/08/2023
Date

3-10-23
Date

