



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: 03/30/2023 Current Slot No.: T081, T082
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 008 Requested Position Title: Attendant (2 positions)

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

SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 5,184.00</u>	SALARY REQUEST: <u>\$ 5,184.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 5,184.00</u>	SALARY REQUEST: <u>\$ 5,184.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 10,368.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DBM will prepare transfer.

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>05/22/2023</u>	<u>08/13/2023</u>	<u>Tuesday - Sunday 1-7 pm</u>	<u>36</u>	<u>12</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		<u>\$ 24,960.00</u>		
		<u>\$ 5,184.00 / 432 = \$12.00/hr.</u>	Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>12</u>	<u>36</u>	<u>432</u>	<u>\$ 12.00</u>	<u>X 2 = \$10,368.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

\$ 5,184.00 28

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

Attendant is needed to account for all daily attendance receipt, preparing required reports, and making daily bank deposits.

Erita Zamora
 Department Head
 Department of Human Resources

3/31/23
 Date
3/31/23
 Date