



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: 04/20/2023 Current Slot No.: T001
 Department Name: DA'S OFFICE Current Position Title: CLERK I
 Department No.: 080-006 Requested Position Title: CLERK I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other 28

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$12,960.00</u> \$12,480.00	<u>\$12,960.00</u> \$ 12,480.00
	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:	\$12,480.00	<u>\$12,960.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 3-1222-412-00-080-006-0-121 DA Check Fraud

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>05/09/2023</u>	<u>11/10/2023</u>	<u>8AM - 5PM</u>	<u>40</u>	<u>26 27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26 27</u>	<u>40</u>	<u>1040</u>	<u>\$ 12.00</u>	\$12,480.00 <u>\$12,960.00</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)

REQUESTING TO EXTEND TEMPORARY POSITION BY 6 MONTHS. THIS POSITION IS CURRENTLY ASSISTING WITH CLERICAL SUPPORT TO ADDRESS THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Department Head

04/20/2023
 Date
4/25/23
 Date