



# 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: 04/25/2023 Current Slot No.: 0007  
 Department Name: 449th D.C. Current Position Title: \_\_\_\_\_  
 Department No.: 011-001 Requested Position Title: Bailiff II (DC)

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 52,106.00</u>	<u>\$ 52,106.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>28</i> <b>SALARY REQUEST:</b> <i>(interpreter pay)</i>	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>-\$ 0.00 - \$ 4,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 52,106.00 *\$ 56,106.00*

**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
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)**

Bailiff I received the required TCOLE certification to be Bailiff II (DC)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_

4/26/23  
Date  
4/27/23  
Date



# 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: 04/26/2023 Current Slot No.: 0006  
 Department Name: 449th D.C. Current Position Title: Bailiff I  
 Department No.: 011-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete

<b>SALARY REQUEST:</b>	<u>\$ 47,854.00</u>	<u>\$ 0.00</u>	<u>-\$ 47,854.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<i>(Interpreter pay)</i> <b>SALARY REQUEST:</b>	<u>\$4,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00 - \$4,000.00</u>	28
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 47,854.00</u>	<u>-\$ 51,854.00</u>		

**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
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate _____
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Bailiff I received the required TCOLE certification to be Bailiff II (DC)

---



---



---

Department Head \_\_\_\_\_  
 Department of Human Resources

4/26/23  
Date  
4/27/23  
Date