



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: 05/01/2023 Current Slot No.: see attached
 Department Name: Hurricane Preparedness Current Position Title: _____
 Department No.: 115-094 Requested Position Title: see attached

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

SALARY REQUEST: _____	\$ 258,964.00	\$ 258,964.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 258,964.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>06/01/2023</u>	<u>11/30/2023</u>	<u>M-F 8:00am - 5:00pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>see attached</u>		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)

Twenty (20) temporary positions to be used in the event of a natural disaster.

Department Head

Department of Human Resources

5/9/23
Date

5/9/23
Date

