



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: 05/02/2023 Current Slot No.: ~~T-185~~ T184
 Department Name: PCT. 1 Current Position Title: _____
 Department No.: 121 - BOS Requested Position Title: MAINTENANCE II

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

SALARY REQUEST:	<u>\$14,617.00</u>	<u>\$14,617.00</u>
	<u>\$6,495.00</u>	<u>\$6,495.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	<u>\$6,495.00</u>	<u>\$14,617.00</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: 11/16/2023

05/16/2023	<u>07/31/2023</u>	7 a.m. - 4 p.m.	40	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>28,151.00 / 2080 hr</u>			Hourly Rate <u>\$ 13.5341</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>12</u>	<u>40</u>	<u>1080</u>	<u>480</u>
No. of Weeks	x	Hours per Week	=	Total Hours
			x	Hourly Rate
			=	Budgeted Salary
				<u>\$6,495.00</u> <u>\$14,616.82</u>

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

Temporary position needed to assist with the workload of the department up until the full time employee returns from a 3 month leave of absence.

[Signature]
 Department Head
[Signature]
 Department of Human Resources

5/3/2023
 Date
5/9/23
 Date