



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: 05/24/2023 Current Slot No.: T083
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 008 Requested Position Title: Athletic Trainer

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 8,102.00</u> Proposed Budgeted Amount	<u>\$ 8,102.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 8,102.00</u>		

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>05/30/2023</u> Start Date	<u>08/13/2023</u> End Date	<u>Monday - Sunday</u> Work Schedule	<u>40</u> Hours per Week	<u>11</u> No. of Weeks
Annual Salary <u>\$38,299.00 / 2080 = \$18.4130/hr</u>		Hourly Rate <u>\$ 18.4130</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>11</u> No. of Weeks	<u>40</u> Hours per Week	<u>440</u> Total Hours	<u>\$ 18.4130</u> Hourly Rate	<u>\$8,101.72</u> Budgeted Salary

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

Requesting temporary full time position in order to assist current staff with daily department workload.

Eite Zamora
 Department Head
[Signature]
 Department of Human Resources

5/25/23
 Date
5/25/23
 Date