



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: 06/26/2023 Current Slot No.: 0027
 Department Name: Planning Dept. Current Position Title: _____
 Department No.: 210-001 Requested Position Title: Assistant Director, Planning Dept.

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Time-Limited Position

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 70,889.00</u> Proposed Budgeted Amount	<u>\$ 70,889.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change

TOTAL BUDGETARY IMPACT: \$ 70,889.00

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:**

<u>07/03/2023</u>	<u>12/31/2023</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$70,889.00</u>		Hourly Rate <u>\$ 34.08</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 34.08</u>	<u>\$ 35,444.50</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)

Position needed to meet current department needs.

 Department Head

6/27/2023
 Date

[Signature]
 Department of Human Resources

6/27/23
 Date