



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: 07/05/2023 Current Slot No.: N/A 0087
 Department Name: DISTRICT CLERK Current Position Title: N/A
 Department No.: 090-001 Requested Position Title: DEPUTY DISTRICT CLERK I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

| | | | |
|------------------------|-------------------------|-----------------------------------|-----------------------------------|
| SALARY REQUEST: | \$ 0.00 | \$28.15 \$28,151.00 | \$28.15 \$28,157.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

TOTAL BUDGETARY IMPACT: ~~\$28.15~~ \$28,151.00

28

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)*

THE COUNTY WILL GENERALLY CREATE AND ALLOCATE TWO (2) DEPUTY DISTRICT CLERKS TO A NEWLY CREATED DISTRICT COURT. HOWEVER, ONLY ONE (1) CLERK WAS CREATED AND ASSIGNED TO THE NEWLY CREATED 476TH DISTRICT COURT. THE COURT HAS REQUESTED THEIR SECOND CLERK BE ASSIGNED.

Department Head

 Department of Human Resources

07/05/2023
 Date
 7/18/23
 Date