



# 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: 07/31/2023 Current Slot No.: 0006  
 Department Name: 476th District Court Current Position Title: Bailiff I  
 Department No.: 013-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete Position

**SALARY REQUEST:** \$ 44,672.00 \$ 0.00 -\$ 44,672.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 44,672.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Other \_\_\_\_\_
- Will Require Additional Funds

**POSITION TYPE:**

- Full Time Regular Object Code 113
- Full Time Temporary Object Code 121
- Part Time Regular Object Code 114
- 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)**

Bailiff I received the required TCOLE Certification to become a Bailiff II (DC)

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Department Head

7-31-23  
 Date

Department of Human Resources

8/4/23  
 Date



# 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: 07/31/2023 Current Slot No.: 0007  
 Department Name: 476th District Court Current Position Title: \_\_\_\_\_  
 Department No.: 013-001 Requested Position Title: Bailiff II (DC)

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

|                                |                         |                          |                     |
|--------------------------------|-------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 52,106.00</u>      | <u>\$ 52,106.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         |                         |                          | <u>\$ 0.00</u>      |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 52,106.00</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  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

|   |                 |                      |                       |                     |
|---|-----------------|----------------------|-----------------------|---------------------|
| <u>Start Date</u>   | <u>End Date</u> | <u>Work Schedule</u> | <u>Hours per Week</u> | <u>No. of Weeks</u> |
| <u>Annual Salary</u>  |                 |                      | <u>Hourly Rate</u>    |                     |
| 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)**

Bailiff I received the required TCOLE Certification to become a Bailiff II (DC)

[Signature]  
Department Head

7.31.23  
Date

[Signature]  
Department of Human Resources

8/4/23  
Date