



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: 09/01/2023 Current Slot No.: ~~0040~~ 0040
 Department Name: County Judge Current Position Title: _____ 28
 Department No.: 115-101 Requested Position Title: Administrative Assistant IV

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

SALARY REQUEST:	\$12,728.00 \$41,363.00	\$12,728.00 \$41,363.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>\$41,363.00</u>	<u>\$41,363.00</u>	<u>\$41,363.00</u>
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>\$41,363.00</u>	\$12,728.00	
TOTAL BUDGETARY IMPACT:	<u>\$41,363.00</u>	\$12,728.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Project 22-115-079

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>09/11/2023</u>	<u>12/31/2023</u>	<u>08:00 AM - 05:00 PM</u>	<u>40</u>	<u>16</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>41,363.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
		Hourly Rate <u>\$ 19.898861</u>		
<u>16</u>	<u>40</u>	<u>640</u>	<u>\$ 19.898861</u>	<u>\$ 12,729.60</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

\$12,729.10 28

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

The position will provide assistance in the development of programs that would positively impact the marginalized populations

Department Head

Department of Human Resources

9/1/2023
Date

9/1/23
Date