



# 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: 09/22/2023 Current Slot No.: 0004  
 Department Name: CCL #8 Current Position Title: Bailiff  
 Department No.: 028-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>Delete</u>
<b>SALARY REQUEST:</b>	<u>\$ 54,467.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 54,467.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
Interpreter allowance:					
<b>SALARY REQUEST:</b>	<u>\$ 3,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$ 3,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 57,467.00</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      **FLSA:**  Exempt  
 Non-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	
			<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u>	<u>Hourly Rate</u> = <u>Budgeted Salary</u>

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

Deleting Bailiff position and creating a Bailiff I in accordance with job description requirements.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head

Department of Human Resources

9/25/23  
 Date

9/27/23  
 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: 09/22/2023 Current Slot No.: 0010  
 Department Name: CCL #8 Current Position Title: \_\_\_\_\_  
 Department No.: 028-001 Requested Position Title: Bailiff I (CC)

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 44,672.00	\$ 44,672.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change <i>00</i>
Interpreter allowance:		<i>6,000.00</i>	<i>6,000.00</i>
<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 2,000.00</del> <i>P.U.</i>	<del>\$ 3,000.00</del> <i>P.U.</i>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 47,672.00</del> <i>50,672.00 P.U.</i>		

**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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		
Hourly Rate _____				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Deleting Bailiff position and creating a Bailiff I in accordance with job description requirements.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Department Head  
  
 \_\_\_\_\_  
 Department of Human Resources

9/25/23  
 \_\_\_\_\_  
 Date  
9/27/23  
 \_\_\_\_\_  
 Date