



# 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: 10/24/2023 Current Slot No.: T001  
 Department Name: DA'S OFFICE Current Position Title: CLERK I  
 Department No.: 080-006 Requested Position Title: CLERK I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 3,360.00</u>	<u>\$ 3,360.00</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>\$ 3,360.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other 3-1222-412-00-080-006-0-121 DA CK FRAUD

**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>11/13/2023</u>	<u>12/31/2023</u>	<u>8AM-5PM</u>	<u>40</u>	<u>7</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.00</u>	
<u>7</u>	<u>40</u>	<u>280</u>	<u>\$ 12.00</u>	<u>\$ 3,360.00</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)**

REQUESTING TO EXTEND TEMPORARY POSITION FOR THE REMAINDER OF THE YEAR.  
THIS POSITION IS CURRENTLY ASSISTING WITH CLERICAL SUPOORT TO ADDRESS  
THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE  
STAUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda C. ...  
 Department Head

10/24/2023  
 Date

[Signature]  
 Department of Human Resources

10/25/23  
 Date