



# 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: 11/07/2023 Current Slot No.: T001  
 Department Name: Hurricane Preparedness Current Position Title: \_\_\_\_\_  
 Department No.: 115-094 Requested Position Title: Truck Driver I

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

<b>SALARY REQUEST:</b>	<u>\$ 2,507.00</u>	<u>\$ 2,507.00</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>\$ 2,507.00</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>12/01/2023</u>	<u>12/31/2023</u>	<u>8am-5pm</u>	<u>40</u>	<u>5</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$26,066</u>		Hourly Rate <u>\$ 12.53</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>5</u>	<u>40</u>	<u>200</u>	<u>\$ 12.53</u>	<u>\$ 2,506.34</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)**

Pct. 1 is requesting an extension of this position in order to assist with the completion of the existing hurricane preparedness workload. This position will not exceed 5 weeks.

David Suarez  
 Department Head

11/8/2023  
 Date

[Signature]  
 Department of Human Resources

11/16/23  
 Date

