# 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: 12/15/2023 | Current Slot No.: 0006

Department Name: Constable Pct. 3 | Current Position Title:

Department No.: 293-005 | Requested Position Title: Deputy Constable

**REQUEST FOR:** ✓ New Position | Temporary Position* | Position Reclassification | Other

| | | | |
|---|---|---|---|
| ***SALARY REQUEST:*** | $ 0.00 Current Budgeted Amount | $ 50,410.00 Proposed Budgeted Amount | $ 50,410.00 Net Change |
| ***SALARY REQUEST:*** | Current Budgeted Amount | Proposed Budgeted Amount | $ 0.00 Net Change |
| ***TOTAL BUDGETARY IMPACT:*** | $ 50,410.00 | | |

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

Current Department Budget | Annual Budget Cycle | Will Require Additional Funds

Salary Adjustment | ✓ Other STOP Truancy

**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 | 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)***

To be a part of approved Memorandum of Understanding (MOU) with Mission CISD STOP Truancy slot.

Eldon Dunn — Department Head — Date: 12-15-23

Department of Human Resources — Date: 12-15-23

*HR Form: 028*
*Revised: 08/03/2022*