



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: 02/23/2024 Current Slot No.: T262
 Department Name: Elections Department Current Position Title: _____
 Department No.: 130-001 Requested Position Title: Clerk I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 8,840.00</u>	<u>\$ 8,840.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 8,840.00</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>03/05/2023</u>	<u>06/30/2024</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>17</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>27,040.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 13.00</u>	
<u>17</u>	<u>40</u>	<u>680.00</u>	<u>\$ 13.00</u>	<u>\$ 8,840.00</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)*

Request position to be created to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas
 Department Head
[Signature]
 Department of Human Resources

2/23/2024
 Date
2/27/24
 Date