



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: 04/29/2024 Current Slot No.: T075
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 008 Requested Position Title: Athletic Trainer

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 8,426.00</u>	<u>\$ 8,426.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 8,426.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DBM will prepare transfer

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>05/20/2024</u>	<u>08/04/2024</u>	<u>Monday - Saturday</u>	<u>40</u>	<u>11</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$39,833.00 / 2080 = \$19.15 / hr</u>			Hourly Rate <u>\$ 19.15⁰⁵</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			<u>\$ 19.15⁰⁵</u>	
<u>11</u>	<u>40</u>	<u>440</u>	<u>\$ 19.15⁰⁵</u>	<u>\$ 8,426.00</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 temporary position in order to assist current staff with daily department workload.

Erika Zamora
 Department Head
[Signature]
 Department of Human Resources

5.9.24
 Date
5/9/24
 Date