



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: 05/17/2024 Current Slot No.: N/A
 Department Name: Hidalgo County Clerk's Office Current Position Title: N/A
 Department No.: 180 -001 Requested Position Title: CJIS Technical Auditor

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>\$ 0.00</u>
		<u>\$46,462.00</u>	Net Change
		<u>\$45,329.00</u>	<u>\$46,462.00</u>
SALARY REQUEST:	<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>Net Change</u>
			<u>\$45,329.00</u>

TOTAL BUDGETARY IMPACT: \$45,329.00 \$46,462.00

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
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)

Position needed to ensure the county meets the 90% or above misdemeanor disposition completeness as required by state to avoid cancelation of state funding.

Annette C. Muñoz, Chief Deputy
 Department Head

 Department of Human Resources

05/17/2024
 Date
5/22/24
 Date