



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: 06/24/2024 Current Slot No.: 0126
 Department Name: Precinct 3 Current Position Title: Executive Assistant I
 Department No.: 123-005 Requested Position Title: N/A

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Delete
SALARY REQUEST:	<u>\$48,088.00</u>	<u>\$46,462.00</u>			<u>-\$48,088.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
SALARY REQUEST:					\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
TOTAL BUDGETARY IMPACT:	\$46,462.00	<u>-\$48,088.00</u>			

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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 **FLSA:** Exempt
 Non-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)

This positin is no longer needed. Deleting Executive Assistant and creating Administrative Assistant to better serve the Precinct's needs.

Department Head _____
 Department of Human Resources _____

06/24/2024
 Date _____
 7/1/24
 Date _____



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: 06/24/2024 Current Slot No.: 0147
 Department Name: Precinct 3 Current Position Title: N/A
 Department No.: 123-005 Requested Position Title: Administrative Assistant IV

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

SALARY REQUEST:	<u>\$ 43,020.00</u>	<u>\$ 43,020.00</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>\$ 43,020.00</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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate _____
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
				=
Budgeted Salary				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Executive Asst. was deleted and creating Administrative Assistant to better serve the Precinct.

Department Head

 Department of Human Resources

06/24/2024
 Date
7/1/24
 Date