



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: 08/05/2024 Current Slot No.: 0171
 Department Name: WIC Program Current Position Title: Clinic Aide I
 Department No.: 350-001 Requested Position Title: _____

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

SALARY REQUEST:	\$ 28,966.00	-\$ 28,966.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	-\$ 28,966.00	

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:**

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 x Hourly Rate = Budgeted Salary				

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

Position no longer needed.

Clarissa S.
 Department Head
[Signature]
 Department of Human Resources

08/05/2024
 Date
 8/13/24
 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: 08/05/2024 Current Slot No.: 0182
 Department Name: WIC Program Current Position Title: Clinic Aide I
 Department No.: 350-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$28,966.00</u> \$ 27,040.00	<u>-\$28,966.00</u> -\$ 27,040.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$28,966.00</u> -\$ 27,040.00	

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:**

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 x Hourly Rate = Budgeted Salary				

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

Position no longer needed.

Claudia
 Department Head
 Department of Human Resources

08/05/2024
 Date
 8/13/24
 Date