



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.: T075
 Department Name: Precinct 2 Current Position Title: Athletic Trainer
 Department No.: 122 - 008 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temporary Full -Time Position

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 766.00</u> Proposed Budgeted Amount	<u>\$ 766.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 766.00</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>08/05/2024</u>	<u>08/09/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>1</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$39,833.00 / 40 = \$19.15 / hr</u>		Hourly Rate <u>\$ 19.15</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>1</u>	<u>40</u>	<u>40</u>	<u>\$ 19.15</u>	<u>\$ 766.00</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 an extension of the temporary position until August 09, 2024 to assist current staff with daily department workload.

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

8.14.24
 Date

8/16/24
 Date