



# 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: 09/27/2024 Current Slot No.: 0005  
 Department Name: Tax Office Current Position Title: AUTO Theft Fraud Unit  
ATFU Investigator III 28  
 Department No.: 140-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other DELETE

<b>SALARY REQUEST:</b>	\$ 58,528.00	-\$ 58,528.00
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 58,528.00	

**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 **FLSA:**  Exempt  
 Non-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)**

Delete Position/Department no longer exists  
Position transferred to Constable Pct2

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Department of Human Resources

09/27/2024  
 \_\_\_\_\_  
 Date

10/9/24  
 \_\_\_\_\_  
 Date