



# 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: 02/14/2025 Current Slot No.: 0017  
 Department Name: Executive Office Current Position Title: \_\_\_\_\_  
 Department No.: 125-001 Requested Position Title: Administrative Assistant II

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 33,200.00</u>      | <u>\$ 33,200.00</u> |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>           | <u>\$ 0.00</u>      |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 33,200.00</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 _____   |          |               | 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 position is needed to ensure that the administrative services needed at the Forensic Center are being addressed.

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

2/14/25  
 Date  
2/14/25  
 Date