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: 04/23/2025 Current Slot No.: 0001

Department Name: General Litigation Current Position Title: Legal Assistant III

28 Department No.: 125-0064 Requested Position Title: n/a

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other delete slot

SALARY REQUEST:	$ 55,523.00 Current Budgeted Amount	$ 0.00 Proposed Budgeted Amount	-$ 55,523.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: -$ 55,523.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☑ Other cost savings

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)***

Position not needed; position created under D.A.'s - Civil Litigation Division.

M. Salinas
Department Head

04/23/2025
Date

Department of Human Resources

4/24/25
Date

HR Form: 028
Revised: 08/03/2022