



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: 06/04/2025 Current Slot No.: T002
 Department Name: DA'S OFFICE Current Position Title: CLERK I
 Department No.: 080-006 Requested Position Title: CLERK I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 14,375.00</u>	<u>\$ 14,375.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 14,375.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DA CK FRAUD: 5-1100-412-00-080-006-0-121

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:**

28 07/01/2025 12/31/2025 MONDAY - FRIDAY 40 26
 Start Date End Date Work Schedule Hours per Week No. of Weeks
 Annual Salary 28749.00 / 2080 = \$13.82 16 Hourly Rate \$ 13.82 16 28
 Step 1 Salary / 2,080 Hours Per Year = Hourly Rate
26 40 1040 \$ 13.82 16 \$ 14,375.00
 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 TO EXTEND TEMP. POSITION. THIS POSITION WILL BE ASSISTING WITH CLERICAL SUPPORT TO ADDRESS THE INCREASED WORKLOAD SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DA'S OFFICE.

Rosalinda Cantu
 Department Head
[Signature]
 Department of Human Resources

06/04/2025
 Date
6/19/25
 Date