



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: Chief Administrator
 DEPARTMENT NAME: Precinct #1 Administration CURRENT SLOT NO.: 001
 DEPARTMENT NO.: 121-004 REQUESTED POSITION TITLE: _____

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Salary Adjustment

SALARY REQUEST: \$90,176.00 \$89,495.00 (\$681.00)
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary _____			Hourly Rate _____	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Align salary with Step & Grade Plan and with the same position titles of other Precincts

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature]
Department Head

Date

[Signature]
Department of Human Resources

01/05/2017
Date

[Signature]
Department of Budget & Management

01/09/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: Maintenance II
 DEPARTMENT NAME: Pct 1 Road Maintenance CURRENT SLOT NO.: 0037
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: _____

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

SALARY REQUEST: \$31,670.00 \$0.00 (\$31,670.00)
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is no longer needed for Road Maintenance department.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

D. D. Lopez
Department Head

Luzero Saenz
Department of Human Resources

[Signature]
Department of Budget & Management

Date

01/05/2017
Date

01/09/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct #1 Administration CURRENT SLOT NO.: 0017 (Proposed)
 DEPARTMENT NO.: 121-004 REQUESTED POSITION TITLE: Executive Assistant IV

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

SALARY REQUEST: \$0.00 \$55,000.00 \$55,000.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is necessary to meet the needs of the Precinct's Administration

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature]
Department Head

Date

[Signature]
Department of Human Resources

01/05/2017
Date

[Signature]
Department of Budget & Management

01/09/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct #1 Administration CURRENT SLOT NO.: 0019 (Proposed)
 DEPARTMENT NO.: 121-004 REQUESTED POSITION TITLE: Executive Assistant III

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

SALARY REQUEST: \$0.00 \$48,000.00 \$48,000.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary _____	Annual Salary _____	Hourly Rate _____	Annual Salary / 2080 hrs per year = Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)
 Position is necessary to meet the needs of the Precinct's Administration

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature] Department Head Date _____
[Signature] Department of Human Resources Date 01/05/2017
[Signature] Department of Budget & Management Date 01/09/2017



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct #1 Administration CURRENT SLOT NO.: 0029 (Proposed)
 DEPARTMENT NO.: 121-004 REQUESTED POSITION TITLE: Executive Assistant III

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

SALARY REQUEST: \$0.00 \$38,000.00 \$38,000.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is necessary to meet the needs of the Precinct's Administration

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature]
 Department Head

 Date
01/05/2017

[Signature]
 Department of Human Resources

 Date
01/09/2017

[Signature]
 Department of Budget & Management



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct #1 Road Maintenance CURRENT SLOT NO.: 0147 (Proposed)
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: Maintenance III

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

SALARY REQUEST: \$0.00 \$36,000.00 \$36,000.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary _____	Annual Salary / 2080 hrs per year = Hourly Rate _____	Hourly Rate _____		

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is needed to meet the needs of the department.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature]
Department Head

Date

[Signature]
Department of Human Resources

01/05/2017
Date

[Signature]
Department of Budget & Management

01/09/2017
Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 1/3/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Precinct #1 Road Maintenance CURRENT SLOT NO.: 0148 (Proposed)
 DEPARTMENT NO.: 121-005 REQUESTED POSITION TITLE: Safety Coordinator

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

SALARY REQUEST: \$0.00 \$45,000.00 \$45,000.00
 Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

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	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is needed to meet the needs of the department.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

[Signature]
Department Head

Date

[Signature]
Department of Human Resources

01/05/2017
Date

[Signature]
Department of Budget & Management

01/09/2017
Date

Exhibit A
Hidalgo County Precinct 1
2017 Changes in Funding Source

Position Title	Current				Proposed				
	Current Slot#	Funding Source	Current Prg#	Current Salary	Proposed Slot#	Proposed Funding Source	Proposed Prg#	Proposed Salary	
Maintenance III	005	Admin.	121-004	\$ 58,350.00	150	Rd. Maintenance	121-005	\$ 58,350.00	
Special Projects Coordinator	012	Rd. Maint.	121-005	\$ 41,717.00	020	Admin.	121-004	\$ 41,717.00	
Administrative Assistant V	090	Rd. Maint.	121-005	\$ 57,680.00	021	Admin.	121-004	\$ 57,680.00	
Information System Administrator	103	Rd. Maint.	121-005	\$ 55,437.00	022	Admin.	121-004	\$ 55,437.00	
Administrative Assistant III	115	Rd. Maint.	121-005	\$ 42,374.00	023	Admin.	121-004	\$ 42,374.00	
Accounts Payable Specialist I	116	Rd. Maint.	121-005	\$ 29,950.00	024	Admin.	121-004	\$ 29,950.00	
Crew Leader II	125	Rd. Maint.	121-005	\$ 42,834.00	027	Parks	121-013	\$ 42,834.00	
Administrative Assistant <i>II or</i>	138	Rd. Maint.	121-005	\$ 37,298.00	025	Admin.	121-004	\$ 37,298.00	
Maintenance III	002	Parks	121-013	\$ 42,400.00	151	Rd. Maintenance	121-005	\$ 42,400.00	
Accounts Payable Supervisor	004	Parks	121-013	\$ 41,988.00	026	Admin.	121-004	\$ 41,988.00	
Accounts Payable Clerk	007	Parks	121-013	\$ 33,114.00	027	Admin.	121-004	\$ 33,114.00	
Clerk I	019	Parks	121-013	\$ 28,840.00	028	Admin.	121-004	\$ 28,840.00	
Total Current				\$ 511,982.00	Total Proposed				\$ 511,982.00