



# 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: 06/22/2017 CURRENT POSITION TITLE: Administrative Assistant IV  
 DEPARTMENT NAME: Pct 2 Administration CURRENT SLOT NO.: 0016  
 DEPARTMENT NO.: 122-005 REQUESTED POSITION TITLE: \_\_\_\_\_

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

SALARY REQUEST:	<u>\$ 42,386.00</u> Current Grade & Step Budgeted Salary	_____ Proposed Grade & Step Budgeted Salary	<u>-\$ 42,386.00</u> Net Change
SALARY REQUEST:	_____ Current Grade & Step Budgeted Salary	_____ Proposed Grade & Step Budgeted Salary	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 42,386.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Savings from deletion to fund creation of R&B positions.

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)**

Precinct 2 Re-Organization plan.  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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 \_\_\_\_\_  
 \_\_\_\_\_

*Elisa Zamora*  
 Department Head

6/22/17  
 Date

*Mike P...*  
 Department of Human Resources

6/23/2017  
 Date

*[Signature]*  
 Department of Budget & Management

6/26/2017  
 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: 06/22/2017 CURRENT POSITION TITLE: GIS Operator II  
 DEPARTMENT NAME: Pct 2 Rd Maintenance CURRENT SLOT NO.: 0097  
 DEPARTMENT NO.: 122-006 REQUESTED POSITION TITLE: \_\_\_\_\_

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

SALARY REQUEST:	<u>\$ 37,080.00</u> Current Grade & Step Budgeted Salary	_____ Proposed Grade & Step Budgeted Salary	<u>-\$ 37,080.00</u> Net Change
SALARY REQUEST:	_____ Current Grade & Step Budgeted Salary	_____ Proposed Grade & Step Budgeted Salary	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,080.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Savings from deletion to fund creation of R&B positions.

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)**

Precinct 2 Re-Organization plan.

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

\_\_\_\_\_  
 \_\_\_\_\_

Erika Zamora  
 Department Head

6/22/17  
 Date

[Signature]  
 Department of Human Resources

6/23/2017  
 Date

[Signature]  
 Department of Budget & Management

6/26/2017  
 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: 06/22/2017 CURRENT POSITION TITLE: Program Manager II  
 DEPARTMENT NAME: Pct 2 Road Maintenance CURRENT SLOT NO.: \_\_\_\_\_  
 DEPARTMENT NO.: 122 - 006 REQUESTED POSITION TITLE: Program Manager II

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

SALARY REQUEST:	\$ 0.00	\$ 57,850.00	\$ 57,850.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 57,850.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other <u>Funding from deletion of R&amp;B positions</u>	

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)*

Precinct 2 Re-Organization plan.

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

*Erika Zamora*  
 Department Head

*Will Poyner*  
 Department of Human Resources

*[Signature]*  
 Department of Budget & Management

6/22/17  
 Date

6/23/17  
 Date

6/26/17  
 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: 06/22/2017 CURRENT POSITION TITLE: Coordinator III  
 DEPARTMENT NAME: Pct 2 Road Maintenance CURRENT SLOT NO.: \_\_\_\_\_  
 DEPARTMENT NO.: 122 - 006 REQUESTED POSITION TITLE: Coordinator III PR

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

SALARY REQUEST:	\$ 0.00	\$ 49,597.00	\$ 49,597.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:			\$ 0.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT:	\$ 49,597.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other Funding from deletion of R&B positions

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	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)**

Precinct 2 Re-Organization plan.

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

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<p><u><i>Eita Zamora</i></u> Department Head</p> <p><u><i>Ally P...</i></u> Department of Human Resources</p> <p><u><i>AS</i></u> Department of Budget &amp; Management</p>	<p><u>6/22/17</u> Date</p> <p><u>6/23/17</u> Date</p> <p><u>6/26/2017</u> Date</p>
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