



# 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: 12/07/2018 Current Slot No.: 0061  
 Department Name: Precinct 4 Current Position Title: Director, Field Operations I  
 Department No.: 124 -007 Requested Position Title: Assistant Director, Field Operations II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Title change

<b>SALARY REQUEST:</b>	<u>71,027.00</u> \$ <del>71,026.74</del>	<u>71,027.00</u> \$ <del>71,026.74</del>	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 0.00		

*EBS*

**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 **FLSA:**  Exempt  
 Non-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)*

Re-Organization effective January 01, 2019  
Re-title position at same Grade (16)

*Josep Pulcinna*  
 Department Head  
*[Signature]*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

12/15/18  
 Date  
12/10/2018  
 Date  
12/10/19  
 Date





# 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: 12/06/2018 Current Slot No.: 0072  
 Department Name: Hidalgo County Precinct 4 Current Position Title: Program Manager III  
 Department No.: 124 - 007 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$75,208</u> Current Budgeted Amount	<u><del>\$73,017.00</del></u> Proposed Budgeted Amount	<u><del>-\$75,207.51</del></u> Net Change
<b>SALARY REQUEST:</b>	<u>\$75,207.51</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>-\$75,207.51</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u><del>\$75,207.51</del></u>	<u><del>-\$73,017.00</del></u>	<u>-\$75,208</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)**

Re-organization effective January 01, 2019  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head: Joseph Palacios  
 Department of Human Resources: [Signature]  
 Department of Budget & Management: [Signature]

Date: 12/10/18  
 Date: 12/10/2018  
 Date: 12/10/18





# 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: 12/05/2018 Current Slot No.: TBD  
 Department Name: Hidalgo County Precinct 4 Current Position Title: \_\_\_\_\_  
 Department No.: 124 - 007 Requested Position Title: Assistant Chief Administrator II

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

<b>SALARY REQUEST:</b>	<u>89,878</u> \$ <del>81,065.00</del>	<u>89,878</u> \$ <del>81,065.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>89,878</u> \$ <del>81,065.00</del>	

**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		
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Re-organization effective January 01, 2019  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

Date: 12/06/2018  
 Date: 12/15/18  
 Date: \_\_\_\_\_

**RECEIVED**

DEC - 6 2018

DEPARTMENT OF HUMAN RESOURCES



# 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: 12/06/2018 Current Slot No.: TBD  
 Department Name: Hidalgo County Precinct 4 Current Position Title: \_\_\_\_\_  
 Department No.: 124-007 Requested Position Title: Director of Field Operations II

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

<b>SALARY REQUEST:</b>	<u>\$75,060.00</u> <del>\$72,874.00</del>	<u>\$75,060.00</u> <del>\$72,874.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$75,060.00</u> <del>\$72,874.00</del>	

**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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
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)**

Re-organization effective January 01, 2019  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head Joseph Palacios  
 Department of Human Resources [Signature]  
 Department of Budget & Management [Signature]

12/15/18  
Date  
12/10/2018  
Date  
12/10/18  
Date





# 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: 12/07/2018 Current Slot No.: TBD  
 Department Name: Precinct 4 Current Position Title: \_\_\_\_\_  
 Department No.: 124 007 Requested Position Title: Right of Way Agent

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

<b>SALARY REQUEST:</b>	<u>59,585</u> \$ 57,850.00	<u>59,585</u> \$ 57,850.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>59,585</u> \$ 57,850.00		

**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 **FLSA:**  Exempt  
 Non-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)**

Re-organization effective January 01, 2019

Joseph Palencia  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

12/10/18  
 Date  
12/10/2018  
 Date  
12/10/18  
 Date





# 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: 12/06/2018 Current Slot No.: See Attached  
 Department Name: Precinct 4 Current Position Title: See Attached  
 Department No.: 124-036 Requested Position Title: See Attached

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

**SALARY REQUEST:**

	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 0.00</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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)**

Please re-create the attached positions for the 2019 Budget in the Drainage Imprv Prj Account number 1200-431-00-124-036-0

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

12/10/18  
Date

12/10/2018  
Date

12/10/18  
Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Hidalgo County Precinct 4

Department No.: 124



**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0003		Equipment Operator IV		48956. <del>\$47,300.00</del>
0004		Equipment Operator III		48163 <del>\$44,960.00</del>
0016		Equipment Operator III		46,534 51594 <del>\$48,163.00</del>
0017		Equipment Operator III		46,534 51594 <del>\$48,163.00</del>
				Est



# 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: 12/10/2018 Current Slot No.: 0006  
 Department Name: Precinct 4 Current Position Title: Maintenance IV  
 Department No.: 124-077 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>40,222.00</u> \$ <del>40,223.56</del> Current Budgeted Amount	Proposed Budgeted Amount	<u>-40,222.00</u> - \$ <del>40,223.56</del> Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-40,222.00</u> - \$ <del>40,223.56</del>		

EBS

**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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Re-organization effective January 01, 2019

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

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

12/10/18  
 Date  
12/10/2018  
 Date  
12/10/18  
 Date







# 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: 12/07/2018 Current Slot No.: 0059  
 Department Name: Precinct 4 Current Position Title: Chief Administrator  
 Department No.: 124 -007 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$92,180.00</u> <del>\$85,000.00</del> Current Budgeted Amount	<u>\$93,785.00</u> <del>\$91,054.00</del> Proposed Budgeted Amount	<u>\$1,605</u> <del>\$6,054.00</del> Net Change
<b>SALARY REQUEST:</b>	<u>\$11,605.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$6,054.00</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)**

Qualifications and experience exceed expectation DISCRETIONARY Step - 3

Joseph Calicin  
Department Head  
[Signature]  
Department of Human Resources  
[Signature]  
Department of Budget & Management

12/10/18  
Date  
12/10/2018  
Date  
12/10/18  
Date

