



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: 1/16/2019 Current Slot No.: 0007
 Department Name: County Judge Current Position Title: Executive Assistant III
 Department No.: 110-006 Requested Position Title: Executive Assistant III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary step

PR

SALARY REQUEST: ~~59585.00~~ 61,670.00 61670.00 ~~2085.000~~ 0
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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

RCVD DEPT BDGT & MGMT
JAN 24 '19 AM 10:02

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)

Discretionary step adjustment - Effective 1/2/19

As per Mr. Silguero, discretionary step will be effective upon C.C. approval (1/29/19) TS

 Department Head

 Department of Human Resources

 Department of Budget & Management

1-16-19
 Date
1/23/2019
 Date
1/25/19
 Date

RECEIVED

JAN 16 2019

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: 1/16/2019 Current Slot No.: 0009
 Department Name: County Judge - Public Affairs Current Position Title: Communication Specialist IV
 Department No.: 110-077 Requested Position Title: Communication Specialist IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary step

fy SALARY REQUEST: ~~59685.00~~ 61,670.00 Current Budgeted Amount Proposed Budgeted Amount ~~2085.000~~ 0 Net Change
 SALARY REQUEST: Current Budgeted Amount Proposed Budgeted Amount Net Change
 \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 0.00

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 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)

Discretionary step adjustment - Effective 1/2/19
As per Mr. Silguero, discretionary step will be effective upon C.C. approval (1/29/19) fy

 Department Head
Karel P...
 Department of Human Resources

 Department of Budget & Management

1-16-19
 Date
1/23/2019
 Date
1/25/19
 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: 1/16/2019 Current Slot No.: 0002
 Department Name: County Judge - Economic Dev. Current Position Title: Program Manager III, Economic Development
 Department No.: 110-081 Requested Position Title: Program Manager III, Economic Development

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Discretionary step

PR

SALARY REQUEST: ~~69500.00~~ 71,933.00 71933.00 ~~-2439.00~~ 0
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ \$ 0.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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		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)

Discretionary step adjustment - Effective 1/2/19
As per Mr. Silguero, discretionary step will be effective upon c.c. approval (1/29/19) to

 Department Head
[Signature]
 Department of Human Resources

 Department of Budget & Management

1-16-19
 Date
1/23/2019
 Date
1/25/2019
 Date

