



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: 01/25/2019 Current Slot No.: 0002
 Department Name: Precinct 2 Current Position Title: Executive Assistant III
 Department No.: 122-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 75,056.00</u>	<u>\$ 0.00</u>	<u>-\$ 75,056.00</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>-\$ 75,056.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion will partially fund Creation of Asst Chief

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:**

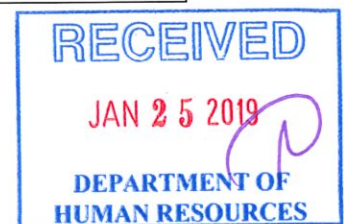
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Pct 2 Re-Organization Plan.

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

1/25/19
 Date
1/25/2019
 Date
1/28/19
 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: 01/25/2019 Current Slot No.: 0025
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122-005 Requested Position Title: Assistant Chief Administrator II

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

SALARY REQUEST:	\$ 0.00	\$ 81,065.00	\$ 81,065.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto Allowance</i>			<i>\$5,000.00</i>
SALARY REQUEST:	<i>\$0.00</i>	<i>\$5,000.00</i>	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 81,065.00	<i>\$86,065.00</i>	

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 Exec Asst III & Trsf

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				

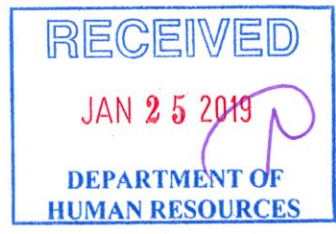
JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Pct 2 Re-Organization Plan.

Erika Zamora
 Department Head Date 1/25/19

Karl Pulgarin
 Department of Human Resources Date 1/25/2019

[Signature]
 Department of Budget & Management Date 1/28/19





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: 01/25/2019 Current Slot No.: 0105
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122-006 Requested Position Title: Assistant Director, Field Operations II

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

SALARY REQUEST:	\$ 0.00	\$ 69,500.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<u>\$64,352.00</u>	<u>\$64,352.00</u> <i>fy</i>
		\$ 69,500.00	\$ 69,500.00
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 69,500.00	<u>\$64,352.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Pct 2 will submit transfer of funds.

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)

Pct 2 Re-Organization Plan.

Eileen Zamora
Department Head

Allye Polyzos
Department of Human Resources

[Signature]
Department of Budget & Management

1/25/19
Date

1/25/2019
Date

1/20/19
Date



