



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: 03/21/2019 Current Slot No.: 0011
 Department Name: Urban County-CDBG Current Position Title: Coordinator I, UCP
 Department No.: 250-001 Requested Position Title: Coordinator II, UCP

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

SALARY REQUEST:	\$ 40,550.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	\$ 3,246.00 \$ 40,550.00 Net Change
SALARY REQUEST:	\$ 0.00 Current Budgeted Amount	\$ 43,796.00 Proposed Budgeted Amount	\$ 43,796.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 3,246.00		

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 to **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)

HUD requires that all grantee staff learn the new software program in order to document each activity (project), identify progress of activity, and review expenditure of funds. The various software programs were created by HUD to allow HUD staff and congress to easily access records for each grantee community.

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

04/17/2019
Date
4/24/2019
Date
5/1/19
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: 03/21/2019 Current Slot No.: 0014
 Department Name: Urban County-CDBG Current Position Title: Coordinator II, UCP
 Department No.: 250-001 Requested Position Title: Coordinator III, UCP

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 47,298.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	\$ 3,786.00 -\$ 47,298.00 Net Change
SALARY REQUEST:	\$ 0.00 Current Budgeted Amount	\$ 51,084.00 Proposed Budgeted Amount	\$ 51,084.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 3,786.00		

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		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)

HUD requires that all grantee staff learn the new software program in order to document each activity (project), identify progress of activity, and review expenditure of funds. The various software programs were created by HUD to allow HUD staff and congress to easily access records for each grantee community.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

04/17/2019
Date

4/24/2019
Date

5/1/19
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: 03/21/2019 Current Slot No.: 0022
 Department Name: Urban County-CDBG Current Position Title: Coordinator I, UCP
 Department No.: 250-001 Requested Position Title: Coordinator II, UCP

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

SALARY REQUEST:	\$ 40,550.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	\$ 3,246.00 \$ 40,550.00 Net Change
SALARY REQUEST:	\$ 0.00 Current Budgeted Amount	\$ 43,796.00 Proposed Budgeted Amount	\$ 43,796.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 3,246.00		

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 _____		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)

HUD requires that all grantee staff learn the new software program in order to document each activity (project), identify progress of activity, and review expenditure of funds. The various software programs were created by HUD to allow HUD staff and congress to easily access records for each grantee community.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

04/17/2019
Date

4/24/2019
Date

5/1/19
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: 03/21/2019 Current Slot No.: 0027
 Department Name: Urban County-CDBG Current Position Title: Coordinator I, UCP
 Department No.: 250-001 Requested Position Title: Coordinator II, UCP

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$ 40,550.00</u>	<u>\$ 0.00</u>	<u>\$ 3,246.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			-\$ 40,550.00
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 43,796.00</u>	<u>\$ 43,796.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			\$ 43,796.00
TOTAL BUDGETARY IMPACT:	<u>\$ 3,246.00</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)

HUD requires that all grantee staff learn the new software program in order to document each activity programs were created by HUD to allow HUD staff and congress to easily access records for each (project), identify progress of activity, and review expenditure of funds. The various software grantee community.

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

04/17/2019
 Date
4/24/2019
 Date
5/1/19
 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: 04/10/2019 Current Slot No.: 0010
 Department Name: Urban County-CDBG Current Position Title: Coordinator I, UCP
 Department No.: 250-001 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 37,540.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 37,540.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,540.00</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)

Position to be deleted to create a new position.

Deanna P. Jensen
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

04/17/2019
Date

4/26/2019
Date

5/1/19
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: 04/10/2019 Current Slot No.: 0033
 Department Name: Urban County-CDBG Current Position Title: _____
 Department No.: 250-001 Requested Position Title: Coordinator II, UCP

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 43,796.00</u>	<u>\$ 43,796.00</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: \$ 43,796.00

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 _____		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)

Position is necessary to appropriately meet program requirements.

Deana P. Sene
 Department Head
Chloe Polyzing
 Department of Human Resources
AS
 Department of Budget & Management

04/17/2019
 Date
4/26/2019
 Date
5/1/19
 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: 04/10/2019 Current Slot No.: 0002
 Department Name: TxCDBG Disaster Recovery Current Position Title: Coordinator I, UCP
 Department No.: 250-006 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 37,549.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 37,549.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,549.00</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)

Position to be deleted to create a new position.

Mona P. Sena
 Department Head
Kyle Volpe
 Department of Human Resources
[Signature]
 Department of Budget & Management

04/17/2019
 Date
4/26/2019
 Date
5/1/19
 Date



