



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: 06/03/2019 Current Slot No.: 0249
 Department Name: SHERIFF'S OFFICE Current Position Title: ACCOUNTANT I
 Department No.: 280-001 Requested Position Title: ACCOUNTANT II

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

SALARY REQUEST:	<u>\$ 37,244.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 3,308.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 3,308.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funding from deleted position

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:**

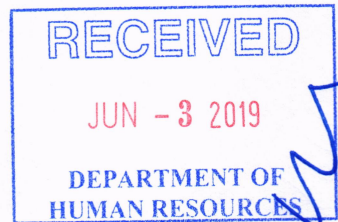
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

This position is responsible for all actions with regards of Law Enforcement Budget.

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

Date 6/3/19
 Date 6/4/2019
 Date 6/5/19





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff

Date: 06/03/2019

Department No.: 280

Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Accountant I</u>	<u>0249</u>	<u>G08/S03</u>	<u>\$ 37,243.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Accountant II</u>	<u>0249</u>	<u>G10/S01</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Accountant II</u>	<u>G10/S01</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]

Human Resources Representative

6/4/2019

Date

[Signature]

County Treasurer Representative

06/25/19

Date

[Signature]

Budget & Management Representative

6/5/19

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff Date: 06/03/2019
Department No.: 280 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Technician III</u>	<u>0429</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Technician IV</u>	<u>0429</u>	<u>G10/S01</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Technician IV</u>	<u>G10/S01</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

6/4/2019
Date

[Signature]
County Treasurer Representative

06/05/19
Date

[Signature]
Budget & Management Representative

6/5/19
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: 06/03/2019 Current Slot No.: 0243
 Department Name: SHERIFF'S OFFICE Current Position Title: Human Resources Supervisor
 Department No.: 280-001 Requested Position Title: Human Resources Supervisor *supervisor*

REQUEST FOR: New Position Temporary Position* Position Reclassification Other RE-GRADE

SALARY REQUEST:	<u>\$ 43,797.00</u> Current Budgeted Amount	<u>\$ 47,300.00</u> Proposed Budgeted Amount	<u>\$ 3,503.00</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>\$ 3,503.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funding from deleted position

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 _____		
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)

Due to the increased of responsibilities such as: Backgrounds, Screening Sheriff's Office applications Personnel Coordinator, TAAP management, TCOLE regulations etc.

Department Head: [Signature] Date: 6/3/19
 Department of Human Resources: [Signature] Date: 6/4/2019
 Department of Budget & Management: [Signature] Date: _____

RECEIVED

JUN - 3 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: 06/03/2019 Current Slot No.: 0283
 Department Name: SHERIFF'S OFFICE Current Position Title: Human Resources Specialist I
 Department No.: 280-001 Requested Position Title: Human Resources Specialist II

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

SALARY REQUEST:	<u>\$ 33,049.00</u> Current Budgeted Amount	<u>\$ 34,767.00</u> Proposed Budgeted Amount	<u>\$ 1,718.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 1,718.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funding from deleted position

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:**

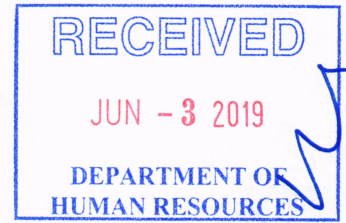
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

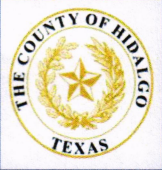
JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

Reclassification of this position is necessary to meet the Sheriff's Office needs.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

6/3/19
Date
6/4/2019
Date
6/5/19
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff Date: 06/03/2019
Department No.: 280 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Human Resources Specialist I</u>	<u>0283</u>	<u>G06/S04</u>	<u>\$ 33,048.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Human Resources Specialist II</u>	<u>0283</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Human Resources Specialist II</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

6/4/2019
Date

[Signature]
County Treasurer Representative

06/05/19
Date

[Signature]
Budget & Management Representative

6/5/19
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: 04/24/2019 Current Slot No.: 001-276
 Department Name: SHERIFF'S OFFICE Current Position Title: ADMINISTRATIVE ASSISTANT I
 Department No.: 280-001 Requested Position Title: CLERK IV

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

SALARY REQUEST:	<u>\$ 29,325.00</u>	<u>\$ 32,192.00</u>	<u>\$ 2,867.00</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>\$ 2,867.00</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 **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)

Reclassification of this position is necessary to meet the Sheriff's Office needs.

Department Head: _____
 Department of Human Resources: _____
 Department of Budget & Management: _____

Date: 4/24/19
4/26/2019
 Date: 6/5/19
 Date: _____





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff Date: 06/03/2019
Department No.: 280 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Administrative Assistant I</u>	<u>0276</u>	<u>G04/S05</u>	<u>\$ 29,325.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Clerk IV</u>	<u>0276</u>	<u>G07/S01</u>	<u>\$ 32,192.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Clerk IV</u>	<u>G07/S01</u>	<u>\$ 32,192.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

6/4/2019
Date

[Signature]
County Treasurer Representative

06/05/19
Date

[Signature]
Budget & Management Representative

6/5/19
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: 04/24/2019 Current Slot No.: 001-414
 Department Name: SHERIFF'S OFFICE Current Position Title: Administrative ADMINISTRATOR ASSISTANT I
 Department No.: 280 -001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other to be deleted

SALARY REQUEST:	<u>\$ 26,449.00</u>	<u>\$ 0.00</u>	<u>-\$ 26,449.00</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>-\$ 26,449.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other To fund new created 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	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 fund new created positions.

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

Date: 4/24/19
4/26/2019, 6/4/19.
 Date: 6/8/19
 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: 06/03/2019 Current Slot No.: 0409
 Department Name: SHERIFF'S OFFICE Current Position Title: Human Resources Specialist I
 Department No.: 280-001 Requested Position Title: CLERK IV

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

SALARY REQUEST: \$ 29,808.00 \$ 32,192.00 \$ 2,384.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 2,384.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funding from deleted position

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)

Reclassification of this position is necessary to meet the Sheriff's Office needs.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

Date 6/3/19
 Date 6/4/2019
 Date 6/5/19





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff Date: 06/03/2019
Department No.: 280 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Human Resources Specialist I</u>	<u>0409</u>	<u>G06/S01</u>	<u>\$ 29,807.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Clerk IV</u>	<u>0409</u>	<u>G07/S01</u>	<u>\$ 32,192.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Clerk IV</u>	<u>G07/S01</u>	<u>\$ 32,192.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

6/4/2019.
Date

[Signature]
County Treasurer Representative

06/05/19
Date

[Signature]
Budget & Management Representative

6/5/19
Date