



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: 06/14/2019 Current Slot No.: See attached
 Department Name: Hurricane Preparedness Current Position Title: See attached
 Department No.: _____ Requested Position Title: See attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 533,935.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		<u>\$ 1,006,660.00</u>
		Net Change
SALARY REQUEST:		<u>\$ 533,935.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 1,006,660.00</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)

30 County wide positions are being created for Hurricane Preparedness

Department Head _____

 Department of Human Resources _____

 Department of Budget & Management _____

6/17/19
Date
6/17/2019
Date
6/19/19
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: Hurricane Preparedness (pg. 1 of 2)

Department No.: _____

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T001		Truck Driver III	\$0.00	\$18,721.00
T002		Truck Driver III	\$0.00	\$18,721.00
T003		Truck Driver III	\$0.00	\$18,721.00
T004		Truck Driver III	\$0.00	\$18,721.00
T005		Truck Driver III	\$0.00	\$18,721.00
T006		Truck Driver III	\$0.00	\$18,721.00
T007		Truck Driver III	\$0.00	\$18,721.00
T008		Truck Driver III	\$0.00	\$18,721.00
T009		Truck Driver III	\$0.00	\$18,721.00
T010		Truck Driver III	\$0.00	\$18,721.00
T011		Equipment Operator III	\$0.00	\$21,836.00
T012		Equipment Operator III	\$0.00	\$21,836.00
T013		Equipment Operator III	\$0.00	\$21,836.00
T014		Equipment Operator III	\$0.00	\$21,836.00
T015		Equipment Operator III	\$0.00	\$21,836.00



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: Hurricane Preparedness (pg. 2 of 2)

Department No.: _____

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T016		Equipment Operator III	\$0.00	\$21,836.00
T017		Equipment Operator III	\$0.00	\$21,836.00
T018		Equipment Operator III	\$0.00	\$21,836.00
T019		Equipment Operator III	\$0.00	\$21,836.00
T020		Equipment Operator III	\$0.00	\$21,836.00
T021		Maintenance I	\$0.00	\$13,648.00
T022		Maintenance I	\$0.00	\$13,648.00
T023		Maintenance I	\$0.00	\$13,648.00
T024		Maintenance I	\$0.00	\$13,648.00
T025		Maintenance I	\$0.00	\$13,648.00
T026		Maintenance I	\$0.00	\$13,648.00
T027		Maintenance I	\$0.00	\$13,648.00
T028		Maintenance I	\$0.00	\$13,648.00
T029		Maintenance I	\$0.00	\$13,648.00
T030		Maintenance I	\$0.00	\$13,648.00