



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 12/26/2019 Current Slot No.: See attachment
 Department Name: Hidalgo County Pct. 1 Current Position Title: _____
 Department No.: 121-005 Requested Position Title: See attachment

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

SALARY REQUEST:	<u>0</u>	<u>6,337.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>6,337.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>6,337.00</u>		

PR

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other See attachment

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:**

<u>01/01/2020</u>	<u>03/31/2020</u>	<u>Mon. - Fri 7 a.m. to 4 p.m.</u>	<u>40</u>	<u>14 13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$6,827.00</u>		<u>25,347</u>	Hourly Rate <u>\$12.19</u>	<u>12.1841</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>14 13</u>	<u>40</u>	<u>560 520</u>	<u>\$12.19</u>	<u>\$6,827.00 6,337.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

PR

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

Requesting temporary positions to assist with the high demand of work.
 Positions to be effective upon Commissioner's Court approval on December 30, 2019.
 Positions not to exceed 14 weeks

David Lopez
 Department Head
Alma Duran
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/26/2019
 Date
12/26/19
 Date
12/26/19
 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: HIDALGO COUNTY PCT. 1

Department No.: 121-005

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		MAINTENANCE I	\$0.00	\$6,827.00 6,337.00
TBD		MAINTENANCE I	\$0.00	\$6,827.00 6,337.00
TBD		MAINTENANCE I	\$0.00	\$6,827.00 6,337.00
TBD		MAINTENANCE I	\$0.00	\$6,827.00 6,337.00
			TOTAL	\$27,308.00 25,348

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