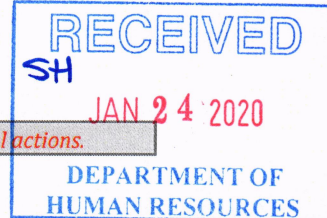




COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM



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

Date: 01/24/2020 Current Slot No.: 0008
 Department Name: Hidalgo County Pct.4 Current Position Title: CLERK IV
 Department No.: 124-005 Requested Position Title: _____

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

| | | | |
|--------------------------------|-------------------------|--------------------------|----------------------|
| SALARY REQUEST: | <u>\$ 32,192.00</u> | <u>\$ 0.00</u> | <u>-\$ 32,192.00</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>-\$ 32,192.00</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)

Precinct reorganization.

Ellie Torres MC
 Department Head
Paula Ojeda
 Department of Human Resources
[Signature]
 Department of Budget & Management

1/24/20
 Date
1/27/2020
 Date
1/27/2020
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 SH
 JAN 24 2020
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/24/2020 Current Slot No.: 0077
 Department Name: Hidalgo County Pct.4 Current Position Title: Coordinator II
 Department No.: 124-007 Requested Position Title: _____

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

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

Precinct reorganization.

| | |
|--|--|
| Department Head <u><i>Ellie Jones MC</i></u> Department of Human Resources <u><i>[Signature]</i></u> Department of Budget & Management <u><i>[Signature]</i></u> | Date <u>1/24/20</u> Date <u>1/27/2020</u> Date <u>01/27/2020</u> |
|--|--|



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: 01/24/2020 Current Slot No.: 0084
 Department Name: Hidalgo County Pct.4 Current Position Title: GIS OPERATOR III
 Department No.: 124-007 Requested Position Title: _____

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

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

Precinct reorganization.

Ellie Torres JMC
 Department Head
Paul Polyzing
 Department of Human Resources
[Signature]
 Department of Budget & Management

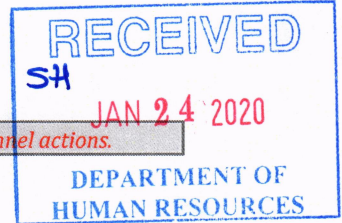
1/24/20
 Date
1/27/2020
 Date
01/27/2020
 Date



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: 01/24/2020 Current Slot No.: 0013
0008 (proposed)
 Department Name: Hidalgo County Pct.4 Current Position Title: _____
 Department No.: 124-005 Requested Position Title: Multimedia Coordinator

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

| | | | |
|-------------------------|-------------------------|--------------------------|--------------------------|
| SALARY REQUEST: | <u>0.00</u> | <u>64,352.00</u> | <u>64,352.00</u> |
| | Current Budgeted Amount | \$ 32,192.00 | Proposed Budgeted Amount |
| | | | Net Change |
| SALARY REQUEST: | <u>64,352.00</u> | <u>\$ 0.00</u> | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>64,352.00</u> | <u>\$ 32,192.00</u> | |
| | \$ 32,192.00 | | |

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)*

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

Date: 1/24/20
 Date: 1/27/2020
 Date: 01/27/2020



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 JAN 24 2020
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/24/2020 Current Slot No.: 0112 0077 (proposed)
 Department Name: Hidalgo County Pct.4 Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Supervisor III, Mechanic

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

| | | | |
|--------------------------------|-------------------------|--------------------------|------------------|
| SALARY REQUEST: | <u>0.00</u> | <u>55,171.00</u> | <u>55,171.00</u> |
| | Current Budgeted Amount | \$ 43,796.00 | \$ 43,796.00 |
| | | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | <u>\$ 0.00</u> | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>55,171.00</u> | | |
| | \$ 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

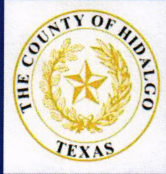
*** TEMPORARY POSITIONS:**

| 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)*

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

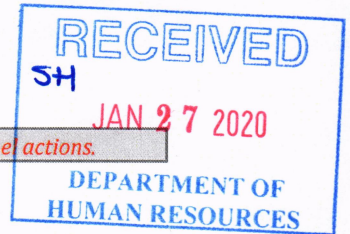
1/24/20
 Date
1/27/2020
 Date
01/27/2020
 Date



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: 01/27/2020 Current Slot No.: 0113
 Department Name: Hidalgo County Road Maint Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Equipment Operator III

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

| | | | |
|--------------------------------|-------------------------|--------------------------|---------------------|
| SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$ 40,552.00</u> | <u>\$ 40,552.00</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>\$ 40,552.00</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 | | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate | |
| $\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$ | | | | |

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

Precinct reorganization.

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

1-27-2020
 Date
1/28/2020
 Date
1/27/2020
 Date