



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: 02/04/2020 Current Slot No.: 0031
 Department Name: Purchasing Department Current Position Title: Administrative Assistant III
 Department No.: 160-001 28 Requested Position Title: _____ 28

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

Am SALARY REQUEST: 35,984.00 \$ 0.00 35,984.00
~~\$ 34,767.00~~ ~~\$ 0.00~~ ~~-\$ 34,767.00~~
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: 35,984.00
~~-\$ 34,767.00~~

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

RCVD DEPT BDGT & MGMT
FEB 21 '20 AM 7:46

*** 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)

Two (2) positions being deleted to merge into one (1) position. See justification attached.

Martha L Salazar
 Department Head

 Department of Human Resources

 Department of Budget & Management

02/04/2020
 Date
2/20/2020
 Date
02/21/2020
 Date

RECEIVED

FEB 04 2020

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: 02/04/2020 Current Slot No.: 0039
 Department Name: Purchasing Department Current Position Title: Administrative Analyst
 Department No.: 160 -001 28 Requested Position Title: _____

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

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 Non-Exempt **FLSA:** Exempt Non-Exempt

RCV'D DEPT BDGT & MGMT
FEB 21 '20 AM 7:46

*** TEMPORARY POSITIONS:**

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

Two (2) positions being deleted to merge into one (1) position. See justification attached.

Martha Salazar
 Department Head
Martha Salazar
 Department of Human Resources
AS
 Department of Budget & Management

02/04/2020
 Date
2/20/2020
 Date
02/21/2020
 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: 02/04/2020 Current Slot No.: 0043 28
 Department Name: Purchasing Department Current Position Title: _____
 Department No.: 160 -001 28 Requested Position Title: Division Manager I. Admin Support Procurement

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

SALARY REQUEST: \$ 0.00 28 \$55,171.00 28 \$55,171.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 55,171.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

RCVD DEPT BDGT & MGMT
FEB 21 '20 AM 7:46

*** TEMPORARY POSITIONS:**

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

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

Two (2) positions being deleted to merge into one (1) position. See justification attached.

Martina L Salazar
 Department Head
Alle Pulgarin
 Department of Human Resources
[Signature]
 Department of Budget & Management

02/04/2020
 Date
2/20/2020
 Date
02/21/2020
 Date

RECEIVED

FEB 04 2020

DEPARTMENT OF HUMAN RESOURCES