



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 FEB 10 2020
 SH
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 02/06/2020 Current Slot No.: 0012
 Department Name: HC PCT.4 ADMIN Current Position Title: CLERK III
 Department No.: 124-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 27,599.00</u>	<u>\$ 0.00</u>	<u>-\$ 27,599.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 27,599.00</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)*

Deletion of position will fund career ladder opportunities for Pct.4 field operations employees.

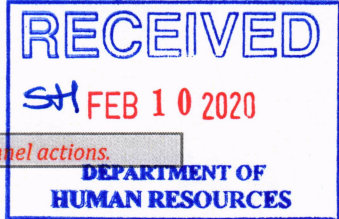
Department Head Ellie Torres
 Department of Human Resources [Signature]
 Department of Budget & Management _____

Date 2/7/2020
 Date 2/20/2020
 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: 02/06/2020 Current Slot No.: 0065
 Department Name: HC PCT.4 ROAD MAINT Current Position Title: EQUIPMENT OPERATOR II
 Department No.: 124-007 Requested Position Title: EQUIPMENT OPERATOR III

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

SALARY REQUEST:	<u>\$ 35,984.00</u>	<u>\$ 40,552.00</u>	<u>\$ 4,568.00</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>\$ 4,568.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion of Slot 0012 Department 124-005

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 reclassification will correctly classify employee's current job duties.

Ellie Jones
 Department Head
Ellie Jones
 Department of Human Resources

 Department of Budget & Management

2/7/2020
 Date
2/20/2020
 Date

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct 4 Road Maintenance

Date: 02/20/2020

Department No.: 124

Program No.: 007

CURRENT / PROPOSED:

Current Job Title:

<u>Equipment Operator II</u>	<u>0065</u>	<u>G08/S02</u>	<u>\$ 35,984.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Equipment Operator III</u>	<u>0065</u>	<u>G10/S01</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Equipment Operator III</u>	<u>0065</u>	<u>\$ 40,552.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

2/20/2020
Date

[Signature]
County Treasurer Representative

02/21/20
Date

Budget & Management Representative

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 02/06/2020 Current Slot No.: 0004
 Department Name: HC PCT.4 DRAIN IMPRV Current Position Title: EQUIPMENT OPERATOR III
 Department No.: 124-036 Requested Position Title: EQUIPMENT OPERATOR IV

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

SALARY REQUEST:	<u>\$ 44,960.00</u>	<u>\$ 47,300.00</u>	<u>\$ 2,340.00</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>\$ 2,340.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion of Slot 0012 Department 124-005

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 reclassification will correctly classify employee's current job duties.

Ellie Torres
 Department Head
Ellie Torres
 Department of Human Resources

 Department of Budget & Management

2/7/2020
 Date
2/20/2020
 Date

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct 4 Drainage Improvements Prj.

Date: 02/20/2020

Department No.: 124

Program No.: 036

CURRENT / PROPOSED:

Current Job Title:

<u>Equipment Operator III</u>	<u>0004</u>	<u>G10/S04</u>	<u>\$ 44,960.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

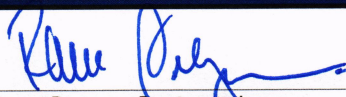
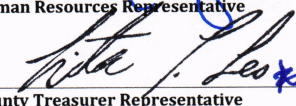
<u>Equipment Operator IV</u>	<u>0004</u>	<u>G12/S01</u>	<u>\$ 47,300.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

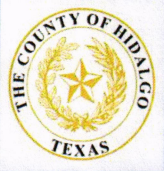
COMMITTEE RECOMMENDATION:

<u>Equipment Operator IV</u>	<u>0004</u>	<u>\$ 47,300.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

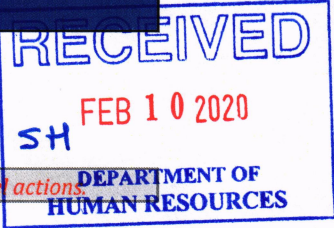
SIGNATURES:

<u></u>	<u>2/20/2020</u>
Human Resources Representative	Date
<u></u>	<u>02/21/20</u>
County Treasurer Representative	Date
_____	_____
Budget & Management Representative	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: 02/06/2020 Current Slot No.: 0016
 Department Name: HC PCT.4 DRAIN IMPRV Current Position Title: EQUIPMENT OPERATOR III
 Department No.: 124-036 Requested Position Title: EQUIPMENT OPERATOR IV

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

SALARY REQUEST:	<u>\$ 46,534.00</u>	<u>\$ 48,956.00</u>	<u>\$ 2,422.00</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>\$ 2,422.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion of Slot 0012 Department 124-005

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 reclassification will correctly classify employee's current job duties.

Department Head:
 Department of Human Resources:

Date: 2/7/2020
 Date: 2/20/2020

Department of Budget & Management _____ Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct 4 Drainage Improvements Prj.

Date: 02/20/2020

Department No.: 124

Program No.: 036

CURRENT / PROPOSED:

Current Job Title:

<u>Equipment Operator III</u>	<u>0016</u>	<u>G10/S05</u>	<u>\$ 46,534.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Equipment Operator IV</u>	<u>0016</u>	<u>G12/S02</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Equipment Operator IV</u>	<u>0004</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

Dave Kelly
Human Resources Representative

2/20/2020
Date

John J. Lopez
County Treasurer Representative

02/21/20
Date

Budget & Management Representative

Date



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: 02/06/2020 Current Slot No.: 0017
 Department Name: HC PCT.4 DRAIN IMPRV Current Position Title: EQUIPMENT OPERATOR III
 Department No.: 124-036 Requested Position Title: EQUIPMENT OPERATOR IV

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

SALARY REQUEST:	<u>\$ 46,534.00</u>	<u>\$ 48,956.00</u>	<u>\$ 2,422.00</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>\$ 2,422.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Deletion of Slot 0012 Department 124-005

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 reclassification will correctly classify employee's current job duties.

Department Head: *Ellie P...*
 Department of Human Resources: *Phil Pol...*
 Department of Budget & Management: _____

Date: 2/7/2020
 Date: 2/20/2020
 Date: _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct 4 Drainage Improvements Prj.

Date: 02/20/2020

Department No.: 124

Program No.: 036

CURRENT / PROPOSED:

Current Job Title:

<u>Equipment Operator III</u>	<u>0017</u>	<u>G10/S05</u>	<u>\$ 46,534.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Equipment Operator IV</u>	<u>0017</u>	<u>G12/S02</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Equipment Operator IV</u>	<u>0017</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

2/20/2020
Date

[Signature]
County Treasurer Representative

02/21/20
Date

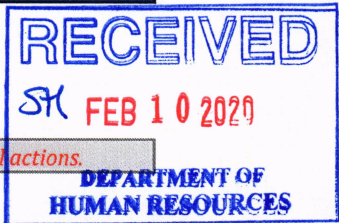
Budget & Management Representative

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: 02/06/2020 Current Slot No.: 0027
 Department Name: HC PCT.4 SANITATION Current Position Title: COORDINATOR I
 Department No.: 124-001 Requested Position Title: SUPERVISOR II

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 43,796.00</u>	<u>\$ 6,248.00</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>\$ 6,248.00</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)*

Position reclassification will correctly classify employee's current job duties.

Department Head: Ellie Torres
 Department of Human Resources: [Signature]

Date: 2/7/2020
 Date: 2/20/2020

Department of Budget & Management _____ Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct 4 Drainage Improvements Prj.

Date: 02/20/2020

Department No.: 124

Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Coordinator I</u>	<u>0027</u>	<u>G09/S01</u>	<u>\$ 37,548.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Supervisor II</u>	<u>0027</u>	<u>G11/S01</u>	<u>\$ 43,796.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>SupervisorII</u>	<u>0027</u>	<u>\$ 43,796.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

Rene Reyes
Human Resources Representative

2/20/2020
Date

John J. Lewis
County Treasurer Representative

02/21/20
Date

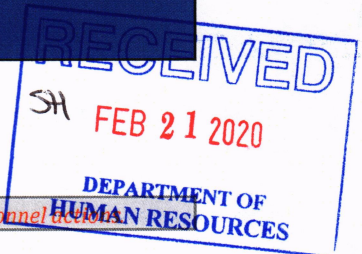
Budget & Management Representative

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: 02/20/2020 Current Slot No.: 0024
 Department Name: HC Pct.4 Sanitation Current Position Title: Sanitation Attendant I
 Department No.: 124-001 Requested Position Title: Equipment Operator I

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

SALARY REQUEST:	<u>\$ 27,152.00</u>	<u>\$ 29,807.00</u>	<u>\$ 2,655.00</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>\$ 2,655.00</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:**

<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>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>	
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Employee's new position closely aligns with current job duties.

Ellie Louer
 Department Head

2/20/2020
 Date

[Signature]
 Department of Human Resources

2/20/2020
 Date

Department of Budget & Management

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct. 4 Sanitation Date: 02/21/2020
Department No.: 124 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Sanitation Attendant I</u>	<u>0024</u>	<u>G03/S05</u>	<u>\$ 26,234.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

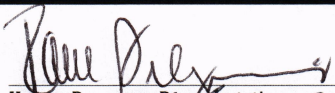

<u>Equipment Operator I</u>	<u>0024</u>	<u>G06/S01</u>	<u>\$ 29,807.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Equipment Operator I</u>	<u>G06/S01</u>	<u>\$ 29,807.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

 Human Resources Representative	<u>2/21/2020</u> Date
 County Treasurer Representative	<u>02/21/20</u> Date
_____ Budget & Management Representative	_____ Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SH FEB 21 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: 02/20/2020 Current Slot No.: 0031
 Department Name: HC Pct.4 Sanitation Current Position Title: Maintenance I
 Department No.: 124-001 Requested Position Title: Equipment Operator II

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

SALARY REQUEST:	<u>\$ 32,249.00</u> Current Budgeted Amount	<u>\$ 34,767.00</u> Proposed Budgeted Amount	<u>\$ 2,518.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 2,518.00</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:**

<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>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				

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)

Employee's new position closely aligns with current job duties.

Ellie Jones
 Department Head
Kelli [Signature]
 Department of Human Resources

 Department of Budget & Management

2/21/2020
 Date
2/21/2020
 Date

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct. 4 Sanitation Date: 02/21/2020
Department No.: 124 Program No.: 001

CURRENT / PROPOSED:

Current Job Title:

<u>Maintenance I</u>	<u>0031</u>	<u>G03/S10</u>	<u>\$ 31,689.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

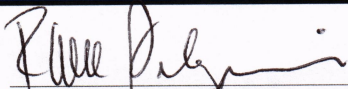
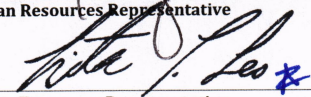
<u>Equipment Operator II</u>	<u>0031</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Equipment Operator II</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

<u></u>	<u>2/21/2020</u>
Human Resources Representative	Date
<u></u>	<u>02/21/20</u>
County Treasurer Representative	Date
_____	_____
Budget & Management Representative	Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 FEB 07 2020 SH
 DEPARTMENT OF
 HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 02/05/2020 Current Slot No.: 0015
 Department Name: HC Pct.4 Sanitation Current Position Title: MAINTENANCE I
 Department No.: ~~001-124~~ 124-001 Requested Position Title: maintenance I *fy*

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 1,500.00</u>	<u>\$ 0.00</u>	<u>-\$ 1,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 1,500.00

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

No longer assigned additional job duties.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Ellie Jones
 Department Head

2/5/2020
 Date

[Signature]
 Department of Human Resources

2/20/2020
 Date

Department of Budget & Management

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 02/05/2020 Current Slot No.: 0017
 Department Name: HC Pct.4 Sanitation Current Position Title: MAINTENANCE I
 Department No.: 001-124 124-001 Requested Position Title: maintenance I *tz*

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 1,500.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>		
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 1,500.00

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Employee will take on welding job duties as assigned.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Ellie Jones

 Department Head

2/5/2020

 Date

[Signature]

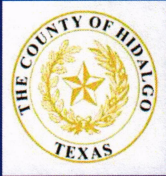
 Department of Human Resources

2/20/2020

 Date

 Department of Budget & Management

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 02/06/2020 Current Slot No.: 0018
 Department Name: HC Pct.4 Current Position Title: EQUIPMENT OPERATOR II
 Department No.: 124-007 Requested Position Title: Equipment Operator II

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 1,500.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 1,500.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other Delete slot # 0012 under 124-005

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

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

Employee will taken on an expanded role as a crew leader.

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Department Head

 Department of Human Resources

2/6/2020
 Date
2/20/2020
 Date

Department of Budget & Management _____ Date _____