



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: 3-16-2020 Current Slot No.: See attachment
 Department Name: Pct. 1 - Road Maintenance Current Position Title: _____
 Department No.: 121-005 Requested Position Title: _____ See attachment

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

SALARY REQUEST:	<u>0.00</u>	\$17,552.00 <u>17,548.00</u>	\$17,552.00 <u>17,548.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$17,552.00 <u>17,548.00</u>		

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>04/01/2020</u>	<u>05/31/2020</u>	<u>Mon. - Fri 7 a.m. to 4 p.m.</u>	<u>40</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$12.18</u> <u>1861</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>40</u>	<u>360</u>	<u>\$12.18</u> <u>1861</u>	<u>\$4,388.00</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)

Requesting an extension for the temporary positions to assist with the precinct's high demand of workload.
 Positions not to exceed 9 weeks

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

3/16/2020
 Date
3/20/2020
 Date
03/24/2020
 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: Pct. 1 Road Maintenance

Department No.: 121-005

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T/178		MAINTENANCE I	\$0.00	\$4,388.00
T/179		MAINTENANCE I	\$0.00	\$4,388.00
T/180		MAINTENANCE I	\$0.00	\$4,388.00
T/181		MAINTENANCE I	\$0.00	\$4,388.00
			TOTAL	\$17,562.00
				17,548.00

Am



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: 3/16/2020 Current Slot No.: 0091
 Department Name: Pct. 1 - Road Maintenance Current Position Title: DIRECTOR, FIELD OPERATIONS I
 Department No.: 121-005 Requested Position Title: _____

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

SALARY REQUEST: \$76,491.00 \$0.00 -\$76,491.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$76,491.00 *Am*

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)

Position no longer needed. Precinct now requires a Director, Field Operations II
 Will request to Create.

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

3/19/2020
 Date
3/20/2020
 Date
03/24/2020
 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: 3/16/2020 Current Slot No.: 0182
 Department Name: Pct. 1 - Road Maintenance Current Position Title: _____
 Department No.: 121-005 Requested Position Title: Director, Field Operations II

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

SALARY REQUEST:	<u>\$0.00</u>	<u>\$75,060.00</u>	<u>\$75,060.00</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>\$75,060.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Funds from deleted position

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>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				
<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)

Creation of a new position needed for the Department.
 Funds from deleted position.

 Department Head

 Department of Human Resources

 Department of Budget & Management

3/19/2020
 Date

3/23/2020
 Date

03/24/2020
 Date