



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RECEIVED  
SH  
APR 30 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: 04/24/2020 Current Slot No.: 0004 (proposed)  
 Department Name: Domestic Relations Office Current Position Title: \_\_\_\_\_  
 Department No.: 125-029 Requested Position Title: Social Worker (DRO)

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 55,171.00</u> Proposed Budgeted Amount	<u>\$ 55,171.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u> Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 55,171.00</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)**

The newly created Domestic Relations Office needs additional staff in order to service the families of Hidalgo County.

\_\_\_\_\_  
Department Head  
 \_\_\_\_\_  
Department of Human Resources  
 \_\_\_\_\_  
Department of Budget & Management

4-29-2020  
Date  
 4/30/2020  
Date  
 5/1/2020  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RECEIVED  
 SH APR 30 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: 04/28/2020 Current Slot No.: 0003 (proposed)  
 Department Name: Domestic Relations Office Current Position Title: \_\_\_\_\_  
 Department No.: 125-029 Requested Position Title: Executive Assistant I

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

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

The newly created Domestic Relations Office needs additional staff in order to service the families of Hidalgo County.

\_\_\_\_\_  
 Department Head  
 \_\_\_\_\_  
 Department of Human Resources  
 \_\_\_\_\_  
 Department of Budget & Management

4-29-2020

\_\_\_\_\_  
 Date  
 style="font-size: 1.2em; color: blue;">4/30/2020

\_\_\_\_\_  
 Date  
 style="font-size: 1.2em; color: blue;">5/1/2020

\_\_\_\_\_  
 Date

DOMESTIC RELATIONS  
1100-412-00-125-029

Object #	Object Code Description	2019 Original Budget	2020 Budget Request	2020 Adopted Budget
113	PERMANENT FULL-TIME EMPLOYEES	\$0.00	\$87,550.00	\$87,550.00
114	PERMANENT PART-TIME EMPLOYEES	\$59,586.00	\$0.00	\$0.00
211	HEALTH INSURANCE	\$7,383.00	\$7,383.00	\$7,848.00
212	LIFE INSURANCE	\$44.00	\$43.56	\$61.00
220	SOCIAL SECURITY AND MEDICARE (FICA) CO	\$4,558.00	\$6,697.58	\$6,698.00
230	RETIREMENT CONTRIBUTIONS	\$7,097.00	\$10,637.33	\$11,145.00
250	UNEMPLOYMENT COMPENSATION	\$358.00	\$525.30	\$525.00
260	WORKERS COMPENSATION	\$125.00	\$184.00	\$184.00
320	PROFESSIONAL	\$0.00	\$9,650.52	\$10,000.00
	TOTALS	\$79,151.00	\$122,671.28	\$124,011.00
	SALARY EXPENSES	\$79,151.00	\$113,020.76	\$114,011.00
	OPERATING EXPENSES	\$0.00	\$9,650.52	\$10,000.00