



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: 05/14/2020 Current Slot No.: SEE ATTACHED
 Department Name: Hurricane Preparedness Current Position Title: _____
 Department No.: 115-094 Requested Position Title: SEE ATTACHED

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

SALARY REQUEST:	<u>\$253,896.00</u>	<u>\$253,896.00</u>
Current Budgeted Amount	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: \$253,896.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other GF FUND BALANCE

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>06/01/2020</u>	<u>11/30/2020</u>	<u>M-F 8:00 TO 5:00</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>SEE ATTACHED</u>			Hourly Rate <u>SEE ATTACHED</u>	
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)

20 TEMPORARY POSITIONS TO BE USED IN THE EVENT OF A NATURAL DISASTER

 Department Head

 Department of Human Resources

 Department of Budget & Management

05/14/2020
 Date
5/14/2020
 Date
05/15/2020
 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: HURRICANE PREPAREDNESS

Department No.: 115-094

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T01 - T04		TRUCK DRIVER I		\$12,778.00
T05-T20		MAINTENANCE I		\$12,674.00
		T001 - T004 TRUCK DRIVER I	\$12,778 X 4	\$51,112
		T005 - T020 MAINTENANCE I	\$12,674 X 16	\$202,784
			TOTAL	\$253,896