



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: 05/22/2020 Current Slot No.: See Attached
 Department Name: Community Service Agency Current Position Title: See Attached
 Department No.: 901-033 Requested Position Title: See Attached

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

SALARY REQUEST:	\$ 0.00	\$ 148,224.00	\$ 148,224.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 148,224.00		

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

*** TEMPORARY POSITIONS:**

<u>06/08/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 AM - 5:00 PM</u>	<u>40</u>	<u>30</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$32,115.00</u>		Hourly Rate <u>\$ 15.44 ⁴³⁹⁹</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>30</u>	<u>40</u>	<u>1200</u>	<u>\$ 15.44 ⁴³⁹⁹</u>	<u>\$ 18,528.00</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 13 new positions for our agency due to CARES ACT Hidalgo County Homestead Relief Program

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

5/22/20
 Date
5/22/20
 Date
05/22/2020
 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: Community Service Agency

Department No.: 901-033

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T060	-	Case Study Manager	\$0.00	\$18,528.00
T061	-	Case Study Manager	\$0.00	\$18,528.00
T062	-	Case Study Manager	\$0.00	\$18,528.00
T063	-	Case Study Manager	\$0.00	\$18,528.00
T064	-	Case Study Manager	\$0.00	\$18,528.00
T065	-	Case Study Manager	\$0.00	\$18,528.00
T066	-	Case Study Manager	\$0.00	\$18,528.00
T067	-	Case Study Manager	\$0.00	\$18,528.00
		Total		\$148,224.00

RECEIVED
 MAY 22 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: 05/22/2020 Current Slot No.: See Attached
 Department Name: Community Service Agency Current Position Title: See Attached
 Department No.: 901-033 Requested Position Title: See Attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 68,784.00</u>	<u>\$ 68,784.00</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>\$ 68,784.00</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

*** TEMPORARY POSITIONS:**

<u>06/08/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 AM - 5:00 PM</u>	<u>40</u>	<u>30</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$29,801.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 14.33 ³ 3274</u>	
<u>30</u>	<u>40</u>	<u>1200</u>	<u>\$ 14.33 ³ 3274</u>	<u>\$ 17,196.00</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 13 new positions for our agency due to CARES ACT Hidalgo County Homestead Relief Program

[Signature]
Department Head

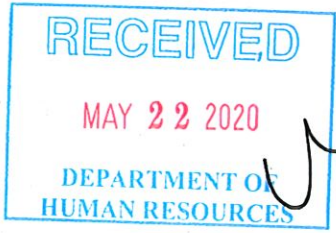
[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

5/22/20
Date

5/22/20
Date

05/22/2020
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: 05/22/2020 Current Slot No.: T072
 Department Name: Community Service Agency Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Accountant I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 19,296.00</u>	<u>\$ 19,296.00</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>\$ 19,296.00</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

*** TEMPORARY POSITIONS:**

<u>06/08/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 AM - 5:00 PM</u>	<u>40</u>	<u>30</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$33,439.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 16.08 0764</u>	<u>3</u>
<u>30</u>	<u>40</u>	<u>1200</u>	<u>\$ 16.08 0764</u>	<u>\$ 19,296.00</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 13 new positions for our agency due to CARES ACT Hidalgo County Homestead Relief Program

[Signature]
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

5/22/20
 Date

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 Date

05/22/20
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