



# 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: 06/19/2020 Current Slot No.: See Attached  
 Department Name: Elections Current Position Title: Elections Surveyor Technician 28  
 Department No.: 130-001 Requested Position Title: See Attached

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

**SALARY REQUEST:** \$ 0.00 <sup>OK</sup> Current Budgeted Amount      \$ 51,126.40 <sup>112.00</sup> Proposed Budgeted Amount      \$ 51,126.40 <sup>\$51,112.00</sup> Net Change  
**SALARY REQUEST:** \_\_\_\_\_ Current Budgeted Amount      \_\_\_\_\_ Proposed Budgeted Amount      \$ 0.00 Net Change  
**TOTAL BUDGETARY IMPACT:** \$ 51 <sup>112.00</sup>

**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>07/01/2020</u>	<u>12/01/2020</u>	<u>M- F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$12,781.60</u> <sup>25,555</sup>	Hourly Rate	<u>\$ 12.29</u> <sup>865</sup>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040.00</u>	<u>\$ 12.29</u> <sup>865</sup>	<u>\$ 12,781.60</u> <sup>78</sup>
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 new positions to assist in the preparation and execution of procedures prior, during and post elections.

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

06/19/2020  
 Date  
6/22/2020  
 Date  
06/22/2020  
 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: 06/19/2020 Current Slot No.: See Attached  
 Department Name: Elections Current Position Title: See Attached Clerk I 28  
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST: \$38,751.00  
 Current Budgeted Amount: \$0.00 - OK 28 Proposed Budgeted Amount: \$38,750.00 Net Change: \$38,751.00  
 SALARY REQUEST: Current Budgeted Amount: \_\_\_\_\_ Proposed Budgeted Amount: \_\_\_\_\_ Net Change: \$0.00  
 TOTAL BUDGETARY IMPACT: \$38,751.00 28

**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>07/01/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate <u>12.4201</u> <span style="color: blue;">28</span>	Hourly Rate <u>\$12.4201</u>	Budgeted Salary <u>\$38,750.40</u> <span style="color: blue;">28</span>
<u>26</u>	<u>40</u>	<u>1040.00</u>	<u>\$12.4201</u>	<u>\$38,750.40</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 new positions to assist in preparation and execution of procedures prior, during and post elections.

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

06/19/2020  
 Date  
6/22/2020  
 Date  
06/22/2020  
 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: Elections

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T206	Clerk I	Clerk I	\$12,917.00	\$12,917.00
T207	Clerk I	Clerk I	\$12,917.00	\$12,917.00
T208	Clerk I	Clerk I	\$12,917.00	\$12,917.00
		Total:	\$38,751.0	\$38,751.00



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### PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/19/2020 Current Slot No.: See Attached  
 Department Name: Elections Current Position Title: See Attached - Clerk I *28*  
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST: \$0.00 \$87,360.00 \$87,360.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change *ok*

SALARY REQUEST: \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$0.00

TOTAL BUDGETARY IMPACT: \$87,360.00 *ok*

**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:**

07/01/2020	12/31/2020	M-F 8:00 a.m. - 5:00 p.m.	40	52
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary <u>12,480.00</u> <u>24,960</u>	Hourly Rate <u>\$12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
26	40.00	1040.00	\$12.00	\$12,480.00
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 positions to assist in the preparation and execution of procedures prior, during and post elections.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Yvonne Ramirez*  
 Department Head  
*Paula Delgado*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

06/19/2020  
 Date  
6/22/2020  
 Date  
06/22/2020  
 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: \_\_\_\_\_ Elections \_\_\_\_\_

Department No.: \_\_\_\_\_ 130-001 \_\_\_\_\_

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T209	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T210	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T211	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T212	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T213	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T214	Clerk I	Clerk I	\$12,480.00	\$12,480.00
T215	Clerk I	Clerk I	\$12,480.00	\$12,480.00
		Total:	\$1	\$
			\$97,360.00	\$97,360.00