



# 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$124,800.00</u> \$ 0.00	<u>\$124,800.00</u> \$ 87,360.00	<u>\$ 87,360.00</u> 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 87,360.00</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>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>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12,480.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40.00</u>	<u>1040.00</u>	<u>\$ 12.00</u>	<u>\$ 12,480.00</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 positions to assist in the preparation and execution of procedures prior, during and post elections.

*James Ramon* 06/19/2020  
 Department Head Date  
 Department of Human Resources Date  
 Department of Budget & Management 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

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
<del>T206</del> TBD		Clerk I	0.00	\$12,480.00
<del>T207</del> TBD		Clerk I	0.00	\$12,480.00
<del>T208</del> TBD		Clerk I	0.00	\$12,480.00
<del>T209</del> TBD		Clerk I	0.00	\$12,480.00
<del>T210</del> TBD		Clerk I	0.00	\$12,480.00
<del>T211</del> TBD		Clerk I	0.00	\$12,480.00
<del>T212</del> TBD		Clerk I	0.00	\$12,480.00
T213		Clerk I		\$12,480.00
T214		Clerk I		\$12,480.00
T215		Clerk I		\$12,480.00

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# 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~~ Elections Surveyor Technician 28  
 Department No.: 130-001 Requested Position Title: See Attached

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 51,126.40	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 51,126.40		

**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:**

07/01/2020	12/01/2020	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		\$12,781.60	Hourly Rate	\$ 12.29
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
26	40	1040.00	\$ 12.29	\$ 12,781.60 *4
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.

*Guillermo Ramirez*  
 Department Head

06/19/2020  
 Date

Department of Human Resources

Date

Department of Budget & Management

Date

