



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

JUN 12 2020

SH
DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/11/2020 Current Slot No.: F012 J014 Z8
 Department Name: Veterans Services Current Position Title: Clerk II
 Department No.: 370-001 Requested Position Title: Clerk II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$0.00</u> Z8 Current Budgeted Amount	\$12,190.00 \$13,165.00 ^{12,674.00} Proposed Budgeted Amount	\$12,190.00 ^{12,674.00} \$13,165.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$13,165.00	\$12,190.00 ^{12,674.00} Z8	

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> Start Date	<u>12/31/2020</u> End Date	<u>Monday-Friday (8:00 a.m.-5:00 p.m.)</u> Work Schedule	<u>40</u> Hours per Week	<u>27-25</u> ²⁴ Z8 No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.19</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		<u>1080</u> ¹⁰⁴⁰ x <u>\$1,219.00</u> ^{12,674.00}		<u>\$13,165.00</u> Z8
<u>25-27</u> ²⁴ Z8 No. of Weeks	x	<u>40</u> Hours per Week	=	<u>1080</u> ¹⁰⁴⁰ Z8 Total Hours
			=	<u>\$1,219.00</u> Hourly Rate
			=	<u>\$13,165.00</u> Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

06/11/2020
Date

6/12/20
Date

6/15/2020
Date



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/11/2020 Current Slot No.: T013
 Department Name: Veterans Services Current Position Title: Clerk II
 Department No.: 370-001 Requested Position Title: Clerk II

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

SALARY REQUEST:	<u>\$ 0.00</u> ²⁸	<u>\$13,190.00</u> ²⁸	<u>\$13,165.00</u> ²⁸
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$13,165.00</u>	<u>\$12,190.00</u> ²⁸	<u>\$12,190.00</u> ²⁸

12,674.00
E.M.

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>Monday-Friday (8:00 a.m.-5:00 p.m.)</u>	<u>40</u>	<u>27</u> ²⁶
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.19</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>28</u> ²⁵	<u>27</u> ²⁶	<u>40</u>	<u>1040</u> ¹⁰⁸⁰	<u>\$ 1,219.00</u> ^{12,186.1}
No. of Weeks	x	Hours per Week	=	Total Hours
			x	Hourly Rate
			=	Budgeted Salary

12,674.00
E.M.

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Department Head

 Department of Human Resources

 Department of Budget & Management

06/11/2020
 Date
6/12/20
 Date
06/15/2020
 Date



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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/11/2020 Current Slot No.: TBD 0001 28
 Department Name: Veterans Services Current Position Title: _____
 Department No.: 370-003 28 Requested Position Title: Outreach Specialist I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 25,555.00</u>	<u>\$ 25,555.00</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>\$ 25,555.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TVC Grant - Broken Arrow

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)

Hidalgo County Veterans Services awarded \$500,000 grant. Additional staff needed for clerical duties and veterans outreach in Hidalgo County.

<p><u>Felix M. Rodriguez</u> Department Head</p> <p><u>[Signature]</u> Department of Human Resources</p> <p><u>[Signature]</u> Department of Budget & Management</p>	<p><u>06/11/2020</u> Date</p> <p><u>6/11/2020</u> Date</p> <p><u>06/12/2020</u> Date</p>
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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/11/2020 Current Slot No.: TBD 0002 28
 Department Name: Veterans Services Current Position Title: _____
 Department No.: 370 -003 28 Requested Position Title: Outreach Specialist I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 25,555.00</u>	<u>\$ 25,555.00</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>\$ 25,555.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TVC Grant - Broken Arrow

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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		
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)

Hidalgo County Veterans Services awarded \$500,000 grant. Additional staff needed for clerical duties and veterans outreach in Hidalgo County.

<p><u>Felix M. Rodriguez</u> Department Head</p> <p><u>[Signature]</u> Department of Human Resources</p> <p><u>[Signature]</u> Department of Budget & Management</p>	<p><u>06/11/2020</u> Date</p> <p><u>6/11/2020</u> Date</p> <p><u>06/12/2020</u> Date</p>
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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 06/11/2020 Current Slot No.: TBD 0003 Zg
 Department Name: Veterans Services Current Position Title: _____
 Department No.: 370 - 003 Zg Requested Position Title: Clerk I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 24,960.00</u>	<u>\$ 24,960.00</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>\$ 24,960.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TVC Grant - Broken Arrow

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)

Hidalgo County Veterans Services awarded \$500,000 grant. Additional staff needed for clerical duties and veterans outreach in Hidalgo County.

Felix M. Rodriguez
 Department Head 06/11/2020
Date

[Signature]
 Department of Human Resources Date

[Signature]
 Department of Budget & Management 06/12/2020
Date