



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: 07/24/2020 Current Slot No.: 0031 & 0032
 Department Name: D.B.M Current Position Title: _____
 Department No.: 115 -096 Requested Position Title: FORENSIC CENTER ATTENDANT

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

SALARY REQUEST:	<u>\$ 29,807.00</u>	<u>\$ 29,807.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 29,807.00</u>	<u>\$ 29,807.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 59,614.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other CARES ACT FUND (1287)

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>07/28/2020</u>	<u>12/30/2020</u>			
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)

ATTENDANT POSITIONS ARE NEEDED TO ASSIST WITH THE INCREASE IN THE DAILY OPERATIONS OF THE HIDALGO COUNTY FORENSIC CENTE RESULTING FROM THE UNFAVORABLE RESULTS STEMMING FROM THE COVID-19 PANDEMIC. THESE POSITIONS WILL BE TIME LIMITED AND WILL BE SET TO EXPIRE ON 12/30/2020.

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

07/24/2020
 Date
7/27/2020
 Date
7/28/2020
 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: 07/24/2020 Current Slot No.: 0033
 Department Name: County Judge Current Position Title: _____
 Department No.: 115-096 Requested Position Title: COVID-19 Communications Coordinator

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

SALARY REQUEST: _____ \$64,352 _____ \$64,352
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$64,352

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Salary Adjustment
- Other CARES Act Fund

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:**

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 COVID-19 response. Position will end on 12/30/2020.

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

7-27-2020
 Date
7/27/2020
 Date
7/28/2020
 Date

