



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: 07/31/2020 Current Slot No.: T019 & T020
 Department Name: Hurricane Preparedness Current Position Title: Maintenance I
 Department No.: 115-094 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 12,674.00</u>	<u>\$ 0.00</u>	<u>-\$ 12,674.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 12,674.00</u>	<u>\$ 0.00</u>	<u>-\$ 12,674.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>-\$ 25,348.00</u>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____ Cost savings

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)

Positions are not needed.

Department Head

Department of Human Resources

Department of Budget & Management

07/31/2020
Date

7/31/2020
Date

07/31/2020
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: 07/31/2020 Current Slot No.: T021 & T022
 Department Name: Hurricane Preparedness Current Position Title: _____
 Department No.: 115-094 Requested Position Title: Truck Driver I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 8,355.00</u>	<u>\$ 8,355.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 8,355.00</u>	<u>\$ 8,355.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 16,710.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____ Cost savings

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>08/03/2020</u>	<u>11/30/2020</u>	<u>M-F 8:00 to 5:00</u>	<u>40</u>	<u>17</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>25,555 / 2080 = 12.2861</u>		Hourly Rate <u>12.2861</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>17</u>	<u>40</u>	<u>680</u>	<u>12.2861</u>	<u>\$ 8,355.00</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)

The emergency Debris Management vendors will be here on a short term basis. The temp positions will be utilized for a longer time to help with mitigation and recovery efforts. Truck drivers can be utilized for both truck driving and maintenance duties. Maintenance positions are limited to only maintenance duties.

Department Head: _____
 Department of Human Resources: _____
 Department of Budget & Management: _____

07/31/2020
Date
7/31/2020
Date
07/31/2020
Date