



# 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: 09/25/2020 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-028 Requested Position Title: See Attached

PR

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 62,877.00</u>	<u>\$ 62,877.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 62,877.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other CTCL Grant Funds

**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

PR

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>ky</u>	<u>10/01/2020</u>	<u>12/31/2020</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>13</u>
	Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
	Annual Salary <u>\$24,960.00</u>			Hourly Rate <u>\$ 12.00</u>	
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
	<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00</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 new positions to assist in the preparation and execution of Election procedures prior to and post November 2020 Presidential Election.

[Signature]  
Department Head

9/28/2020  
Date

[Signature]  
Department of Human Resources

9/28/2020  
Date

[Signature]  
Department of Budget & Management

09/28/2020  
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

Department No.: 130-028 *pe*

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T001	Clerk I	Clerk I	0.00	\$24,960.00
T002	Clerk I	Clerk I	0.00	\$24,960.00
T003	Clerk I	Clerk I	0.00	\$24,960.00
T004	Clerk I	Clerk I	0.00	\$24,960.00
T005	Clerk I	Clerk I	0.00	\$24,960.00
T006	Clerk I	Clerk I	0.00	\$24,960.00
T007	Clerk I	Clerk I	0.00	\$24,960.00
T008	Clerk I	Clerk I	0.00	\$24,960.00
T009	Clerk I	Clerk I	0.00	\$24,960.00
T010	Clerk I	Clerk I	0.00	\$24,960.00