



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: 11/09/2020 Current Slot No.: TBD
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280-002 Requested Position Title: DETENTION OFFICER

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

SALARY REQUEST:	\$ 0.00	<u>17,970.00</u> \$ 35,940.00	<u>17,970.00</u> \$ 35,940.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	<u>17,970.00</u> \$ 35,940.00	<u>17,970.00</u> \$ 35,940.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: ~~\$71,880.00~~ 35,940.00 E.M.

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Long Term Military, FMLA, etc.

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:

01/01/2021	<u>04/30/2021</u>		40	<u>24</u> 12 months
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>35,940.00</u>		Hourly Rate <u>17.2788</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>24</u> 52	40	<u>1040</u> 2080	\$ <u>17.28</u>	<u>35,940.00</u> <u>17,970.00</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)

Fundings from Long Term Military, FMLA, etc.
Positions to be added for 2021 Budget Salary Schedule
Please see attached for a total of (4) Temp. D.O.)

Department Head Date 11/9/20

Department of Human Resources Date 12/18/20

Department of Budget & Management Date 12/17/2020





COUNTY OF HIDALGO

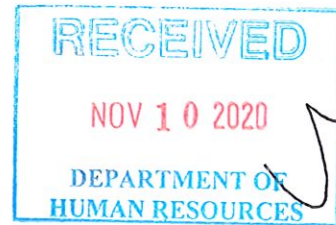
DEPARTMENT OF HUMAN RESOURCES

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: SHERIFF'S OFFICE

Department No.: 280-002



Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD	DETENTION OFFICER		\$0.00	17,970.00 \$35,940.00
TBD	DETENTION OFFICER		\$0.00	17,970.00 \$35,940.00

3
4

8.00



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: 12/07/2020 Current Slot No.: See Attached
 Department Name: Elections Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 87,360.00</u>	<u>\$ 87,360.00</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>\$ 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>01/01/2020</u>	<u>06/30/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$12,480.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate <u>24960.00</u>	Hourly Rate <u>\$ 12.00</u>	
<u>26</u>	<u>40</u>	<u>1,040</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 these positions to assist in the preparation and execution of procedures prior, during and post elections.

Hilda Salinas
Department Head

12/7/2020
Date

[Signature]
Department of Human Resources

12/18/20
Date

[Signature]
Department of Budget & Management

12/18/20
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: 12/07/2020 Current Slot No.: See Attached
 Department Name: Elections Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST:	\$ 0.00	\$ 38,750. ^{1.00} 40	\$ 38,750. ^{1.00} 40
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 38,750. ^{1.00} 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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2020</u>	<u>06/30/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$12,916.80</u> ^{25,834.00}	Hourly Rate	<u>\$ 12.4201</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 12.4201</u>	<u>\$42,916.80</u> ^{12,917.00}
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 these positions to assist in the preparation and execution of procedures prior, during and post elections.

Hilda Salazar
Department Head

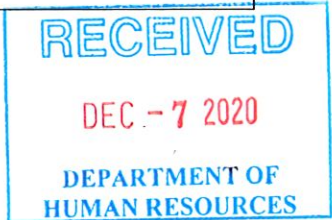
12/7/2020
Date

[Signature]
Department of Human Resources

12/18/20
Date

[Signature]
Department of Budget & Management

12/18/2020
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: 12/07/2020 Current Slot No.: See Attached
 Department Name: Elections Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST:	\$ 0.00	\$ 51,126.40	\$ 51,126.40
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	\$ 0.00		\$ 0.00
TOTAL BUDGETARY IMPACT:	\$ 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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2020</u>	<u>06/30/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>12,781.60</u>	Hourly Rate	<u>\$ 12.29</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		<u>25,555.00</u>		<u>12,286.1</u>
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 12.29</u>	<u>\$ 12,781.60</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
				<u>12,778.00</u>

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

Requesting these positions assist in the preparation and execution of procedures prior, during and post elections.

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

12/7/2020
 Date
12/10/20
 Date
12/16/2020
 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: 12/02/2020 Current Slot No.: See attached
 Department Name: Tax Office Current Position Title: See attached
 Department No.: 140-001 Requested Position Title: See attached

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

SALARY REQUEST: \$ 0.00 \$ 37,440.00 \$ 37,440.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 37,440.00

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:**

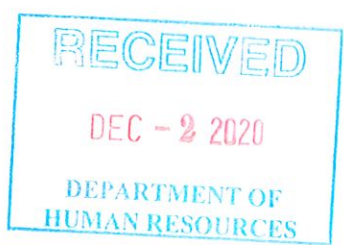
<u>01/01/2021</u>	<u>03/31/2021</u>	<u>M - F 8:00 am - 5:00 pm</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 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 temporary assistance to relief overflow of calls for the Tax Office Call Center.

J. Pablo (Paul) Villanueva
 Department Head
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/2/2020
 Date
12/18/20
 Date
12/18/2020
 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: _____ Tax Office

Department No.: _____ 140-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD T234		Clerk I	\$0.00	\$6,240.00
TBD T235		Clerk I	\$0.00	\$6,240.00
TBD T236		Clerk I	\$0.00	\$6,240.00
TBD T237		Clerk I	\$0.00	\$6,240.00
TBD T238		Clerk I	\$0.00	\$6,240.00
TBD T239		Clerk I	\$0.00	\$6,240.00
		Total	\$0.00	\$37,440.00