



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

A1-7906

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 01/07/2021 Current Slot No.: 049-0001
 Department Name: Precinct 3 Current Position Title: Coordinator IV
 Department No.: 123-049 Requested Position Title: _____

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

SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Net Change
SALARY REQUEST:	\$ 78,461.00	-\$ 78,461.00
	Current Budgeted Amount	Net Change
	Proposed Budgeted Amount \$0.00	
TOTAL BUDGETARY IMPACT: <u>\$ 0.00</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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Title position no longer needed

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

01/07/2021
Date

1/13/21
Date

01/14/2021
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: 01/07/2021 Current Slot No.: ~~049~~-0021
 Department Name: Precinct 3 Current Position Title: _____
 Department No.: 123-049 Requested Position Title: Program Manager III

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

SALARY REQUEST:	<u>\$0.00</u> Current Budgeted Amount	<u>\$ 69,500.00</u> Proposed Budgeted Amount	<u>\$ 69,500.00</u> Net Change
SALARY REQUEST:	_____ Current Budgeted Amount	_____ Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 69,500.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u> x <u>Hourly Rate</u> = <u>Budgeted Salary</u>				

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

Position needed due to workload. Pct. 3 will provide and improve much needed services.

Maddy
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

01/07/2021
 Date

1/8/21
 Date

01/11/21
 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: 01/07/2021 Current Slot No.: ~~001~~-0053
 Department Name: Precinct 3 Current Position Title: _____
 Department No.: 123 -001 Requested Position Title: Division Manager I

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

SALARY REQUEST:	<u>\$0.00</u>	<u>\$ 55,171.00</u>	<u>\$ 55,171.00</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>\$ 55,171.00</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 **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)

Position needed due to the Sanitation Department workload.

Marta Aguiar

Department Head

[Signature]

Department of Human Resources

[Signature]

Department of Budget & Management

01/07/2021
Date

1/8/21
Date

01/11/2021
Date

