



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: 01/08/2021 Current Slot No.:
 Department Name: CARES Act Relief Fund Current Position Title:
 Department No.: 115-096 Requested Position Title: COVID-19 Clerk I

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

SALARY REQUEST:	\$ 0.00	\$ 54,720.00	\$ 54,720.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 54,720.00		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		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 necessary at requested areas, elected offices, departments, program and/or agencies to inhibit spread of COVID-19.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

1/8/21
Date

1/8/21
Date

01/11/2021
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: CARES Act Relief Fund

Department No.: 115-096

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0002		COVID-19 Clerk I	\$0.00	\$5,472.00
0003		COVID-19 Clerk I	\$0.00	\$5,472.00
0004		COVID-19 Clerk I	\$0.00	\$5,472.00
0005		COVID-19 Clerk I	\$0.00	\$5,472.00
0006		COVID-19 Clerk I	\$0.00	\$5,472.00
0007		COVID-19 Clerk I	\$0.00	\$5,472.00
0008		COVID-19 Clerk I	\$0.00	\$5,472.00
0009		COVID-19 Clerk I	\$0.00	\$5,472.00
0010		COVID-19 Clerk I	\$0.00	\$5,472.00
0011		COVID-19 Clerk I	\$0.00	\$5,472.00
		Total	\$54,720.00	



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: 01/06/2021 Current Slot No.: 0029.0001
 Department Name: CARES Current Position Title: _____
 Department No.: 115-096 Requested Position Title: Deputy EMC II *Emergency Management Coordinator II*

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

SALARY REQUEST:	<u>\$ 51,084.00</u>	<u>\$ 51,084.00</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>\$ 51,084.00</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 Funding

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 12/31/2021

 Department Head

 Department of Human Resources

 Department of Budget & Management

1-6-21
 Date
1/6/21
 Date
1/6/2021
 Date