





# 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: 04/06/2021 Current Slot No.: 0035  
 Department Name: sanitation HIDALGO COUNTY PCT.4 Current Position Title: \_\_\_\_\_  
 Department No.: 124-001 Requested Position Title: TRUCK DRIVER II

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 29,807.00</u>	<u>\$ 29,807.00</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>\$ 29,807.00</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		
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Creation of new Truck Driver II position will ensure Precinct operations continue in an effective and efficient manner.

Eddie Lopez  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

4/7/21  
Date

4/8/21  
Date

04/09/2021  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 04/01/2021 Current Slot No.: 0110  
 Department Name: HIDALGO COUNTY PCT.4 Current Position Title: TRUCK DRIVER III  
 Department No.: 124-007 Requested Position Title: Truck Driver III *ky*

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 4,000.00

**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

**JUSTIFICATION / PRIORITY:** *(Explain why this allowance request is essential)*

Employee is assigned extra duties, such as operating special equipment and is on call for fire and weather emergencies at all times.

**COMMENTS:** *(Any comments you wish to make regarding this request, attach additional pages if needed)*

*Ellis Lewis*  
 \_\_\_\_\_  
 Department Head

*[Signature]*  
 \_\_\_\_\_  
 Department of Human Resources

*[Signature]*  
 \_\_\_\_\_  
 Department of Budget & Management

4/6/21  
 \_\_\_\_\_  
 Date

4/8/21  
 \_\_\_\_\_  
 Date

04/09/2021  
 \_\_\_\_\_  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 04/01/2021 Current Slot No.: 0029  
 Department Name: HIDALGO COUNTY PCT.4 Current Position Title: TRUCK DRIVER III  
 Department No.: 124-036 Requested Position Title: Truck Driver III *to*

**ALLOWANCE REQUEST: Type of Allowance**

Position     Interpreter     Clothing     Supplemental     Auto

<b>ALLOWANCE AMOUNT:</b>	<u>\$ 0.00</u>	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>ALLOWANCE AMOUNT:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 4,000.00

**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

**JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)**

Employee is assigned extra duties, such as operating special equipment and is on call for fire and weather emergencies at all times.

**COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)**

*Ellie Lopez*  
 \_\_\_\_\_  
 Department Head

*[Signature]*  
 \_\_\_\_\_  
 Department of Human Resources

*[Signature]*  
 \_\_\_\_\_  
 Department of Budget & Management

4/6/21  
 \_\_\_\_\_  
 Date

4/8/21  
 \_\_\_\_\_  
 Date

04/08/2021  
 \_\_\_\_\_  
 Date