



# 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: 04/16/2021 Current Slot No.: T082 - T085  
 Department Name: CSA Current Position Title: N/A  
 Department No.: 901 Requested Position Title: Eligibility Worker I (4)

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

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$77,374.40</del> <u>77,380.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>77,380.00</u>
			<del>-\$77,374.40</del>
			Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$77,374.40</del> <u>77,380.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Hidalgo County Rent Relief Program

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>04/20/2021</u>	<u>12/31/2021</u>		<u>40</u>	<u>37</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$27,187.00 / \$13.0707</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 13.0707</u>	
<u>37</u>	<u>40</u>	<u>1,480</u>	<u>\$ 13.0707</u>	<u>\$ 19,343.60</u> <u>19,345.00</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)**

Positions needed for new grant (HCRRP)  
Hidalgo County Rent Relief Program

[Signature]  
 Department Head

4/16/2021  
 Date

[Signature]  
 Department of Human Resources

4/16/21  
 Date

[Signature]  
 Department of Budget & Management

4/18/2021  
 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: 04/16/2021 Current Slot No.: T086 - T089  
 Department Name: CSA Current Position Title: N/A  
 Department No.: 901 Requested Position Title: Case Study Manager (4)

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 91,404.80	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 91,404.80	\$ 91,404.80
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 91,404.80		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Hidalgo County Rent Relief Program

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>04/20/2021</u>	<u>12/31/2021</u>		<u>40</u>	<u>37</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary <u>\$32,115.00 / \$15.44 15.4399</u>	Hourly Rate <u>\$ 15.44 15.4399</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>37</u>	<u>40</u>	<u>1,480</u>	<u>\$ 15.44</u>	<u>\$22,851.20 - 22,852.00</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)

Positions needed for new grant (HCRRP)  
Hidalgo County Rent Relief Program

[Signature]  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

4/16/2021  
 Date

4/16/21  
 Date

4/18/2021  
 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: 04/16/2021 Current Slot No.: T090  
 Department Name: CSA Current Position Title: N/A  
 Department No.: 901 Requested Position Title: Coordinator II

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>31,163.00</u> <del>\$ 43,796.00</del>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>\$ 43,796.00</u> Net Change <u>31,163.00</u>
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u> Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 43,796.00</del>	<u>31,163.00</u>	

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Hidalgo County Rent Relief Program

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>04/20/2021</u>	<u>12/31/2021</u>		<u>40</u>	<u>37</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary <u>\$43,796.00</u>	Hourly Rate <u>\$ 21.06</u>	<u>0558</u>
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	<u>0558</u>	<u>30</u>
<u>37</u>	<u>40</u>	<u>1,480</u>	<u>\$ 21.06</u>	<u>\$ 31,168.80</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)**

Positions needed for new grant (HCRRP)  
Hidalgo County Rent Relief Program

[Signature]  
Department Head

4/16/2021  
Date

[Signature]  
Department of Human Resources

4/16/21  
Date

[Signature]  
Department of Budget & Management

4/18/2021  
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: 04/16/2021 Current Slot No.: T091  
 Department Name: CSA Current Position Title: N/A  
 Department No.: 901 Requested Position Title: Accountant I

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

<b>SALARY REQUEST:</b>	<u>23,794.00</u> \$33,439.00	\$33,439.00 <u>23,794.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 33,439.00</del> <u>23,794.00</u>	

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Hidalgo County Rent Relief Program

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>04/20/2021</u>	<u>12/31/2021</u>		<u>40</u>	<u>37</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary <u>\$33,439 / \$16.08</u> <u>0764</u>	Hourly Rate <u>\$ 16.08</u> <u>0764</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>37</u>	<u>40</u>	<u>1480</u>	<u>\$ 16.08</u>	<u>\$ 23,798.40</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)

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

4/16/2021  
 Date  
4/16/21  
 Date  
04/18/2021  
 Date