

Revisions as per action C.C.



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: 04/23/2021 Current Slot No.: See Attached
Department Name: Hurricane Preparedness Current Position Title: _____
Department No.: 115-094 Requested Position Title: See Attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 253,976.00</u>	<u>\$ 253,976.00</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>\$ 253,976.00</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>5/15/2021</u>	<u>11/15/2021</u>	<u>M-F 8:00 - 5:00</u>	<u>40</u>	<u>26</u>				
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks				
Annual Salary <u>See Attached</u>			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)

Twenty (20) temporary positions to be used in the event of a natural disaster.

Department Head _____ Date 04/23/2021
Department of Human Resources _____ Date 4/23/21
Department of Budget & Management _____ Date 04/23/2021



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: Hurricane Preparedness

Department No.: 115-094

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T01-T04		Truck Driver I	\$0.00	\$12,782.00
T05-T20		Maintenance I	\$0.00	\$12,678.00
	(12.2861 hrs)	T001 - T004 Truck Driver I	\$12,782 X 4 =	\$51,128.00
	(12.1861 hrs)	T006 - T020 Maintenance I	\$12,678 X 16 =	\$202,848.00
			TOTAL	\$253,976.00