



# 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: 06/10/2021 Current Slot No.: 0021  
 Department Name: Sanitation - PCT. 3 Current Position Title: Maintenance I  
 Department No.: 123-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete 28

|                                |                         |                          |                      |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 31,667.00</u>     | _____                    | <u>-\$ 31,667.00</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>-\$ 31,667.00</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 is being deleted no longer needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Department of Human Resources

\_\_\_\_\_  
 Department of Budget & Management

6/21/21  
 Date

6/22/21  
 Date

06/24/2021  
 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: 06/10/2021 Current Slot No.: 0109  
 Department Name: PCT. 3 - Road Maintenance Current Position Title: Tire Repair Specialist II  
 Department No.: 123-005 Requested Position Title: Tire Repair Specialist II

**ALLOWANCE REQUEST:** Type of Allowance

Position     Interpreter     Clothing     Supplemental     Auto

|                          |                         |                          |                    |
|--------------------------|-------------------------|--------------------------|--------------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>0.00</u>             | <u>\$ 3,600.00</u>       | <u>\$ 3,600.00</u> |
|                          | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |

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

**TOTAL BUDGETARY IMPACT:** \$ 3,600.00

**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 serves as a mechanic assistant and as a welder assistant in addition to his day to day responsibilities and outside of the scope of his regular duties.

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

[Signature]  
Department Head

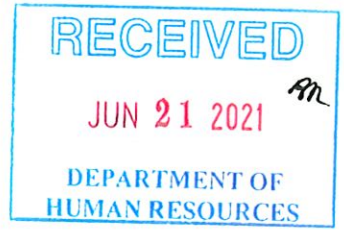
[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

6/21/21  
Date

6/22/21  
Date

06/24/2021  
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: 06/10/2021 Current Slot No.: 0017  
 Department Name: PCT. 3 - Road Maintenance Current Position Title: Maintenance II  
 Department No.: 123-049 Requested Position Title: Maintenance II

**ALLOWANCE REQUEST:** *Type of Allowance*

Position   
  Interpreter   
  Clothing   
  Supplemental   
  Auto

|                          |                         |                          |                    |
|--------------------------|-------------------------|--------------------------|--------------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>0.00</u>             | <u>\$ 3,000.00</u>       | <u>\$ 3,000.00</u> |
|                          | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |

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

**TOTAL BUDGETARY IMPACT:** \$ 3,000.00

**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 has been assigned other duties including tractor operator mowing right of way and general county property maintenance beyond original duties.

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

\_\_\_\_\_  
 Department Head  
  
 \_\_\_\_\_  
 Department of Human Resources  
  
 \_\_\_\_\_  
 Department of Budget & Management

6/21/21  
 Date  
6/22/21  
 Date  
06/24/2021  
 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: 06/10/2021 Current Slot No.: 0048  
 Department Name: Sanitation - PCT.3 Current Position Title: Truck Driver III  
 Department No.: 123-001 Requested Position Title: Truck Driver III

**ALLOWANCE REQUEST:** *Type of Allowance*

Position     Interpreter     Clothing     Supplemental     Auto

|                          |                         |                          |                    |
|--------------------------|-------------------------|--------------------------|--------------------|
| <b>ALLOWANCE AMOUNT:</b> | <u>0.00</u>             | <u>\$ 1,000.00</u>       | <u>\$ 1,000.00</u> |
|                          | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |

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

**TOTAL BUDGETARY IMPACT:** \$ 1,000.00

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

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Salary Adjustment     Other Deleted Position Slot #0021

**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)*

Requesting to transfer to Road Maintenance, Mr. Campos primary job is that of a truck driver, additionally he operates the low boy, dump truck, vacuum truck and functions as an assistant to the

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

field mechanic. Additionally he is the individual assigned to respond to the fire calls "brush calls".

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

6/21/21  
Date

6/22/21  
Date

06/24/2021  
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: 06/10/2021 Current Slot No.: 0005  
 Department Name: Parks - PCT. 3 Current Position Title: Maintenance I  
 Department No.: 123-008 Requested Position Title: Maintenance III

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

|                                |  |   |                                  |
|--------------------------------|--|---|----------------------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 25,347.00</u><br>Current Budgeted Amount | <u>\$ 32,192.00</u><br>Proposed Budgeted Amount | <u>\$ 6,845.00</u><br>Net Change |
| <b>SALARY REQUEST:</b>         | _____<br>Current Budgeted Amount               | _____<br>Proposed Budgeted Amount               | <u>\$ 0.00</u><br>Net Change     |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 6,845.00</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:**

| 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)**

Performs maintenance and constructions, operates and maintains chainsaws and clears right of ways.  
 In addition Mr. Davis serves as a welder within PCT.3 in addition Mr. Davis claims and maintain areas of material safety concerns with equipment.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department of Human Resources

\_\_\_\_\_  
Department of Budget & Management

6/21/21  
Date

6/22/21  
Date

06/24/2021  
Date

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JUN 21 2021 <sup>132</sup>

DEPARTMENT OF HUMAN RESOURCES



# 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: 06/10/2021 Current Slot No.: 0080  
 Department Name: PCT.3- Road Maintenance Current Position Title: Equipment Operator I  
 Department No.: 123-005 Requested Position Title: Equipment Operator II

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

|                                |  |   |                                  |
|--------------------------------|--|---|----------------------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 31,930.00</u><br>Current Budgeted Amount | <u>\$ 34,767.00</u><br>Proposed Budgeted Amount | <u>\$ 2,837.00</u><br>Net Change |
| <b>SALARY REQUEST:</b>         | _____  | _____   | _____                            |
|                                | Current Budgeted Amount                        | Proposed Budgeted Amount                        | Net Change                       |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 2,837.00</u>                             |   |                                  |

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Deleted Position Slot # 0021

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   |          | 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)

In addition to his daily job duties Mr. Castillo operates the motor grader and is now loading trucks, hauls dirt and gravel. Operates within the scope of equipment operator II.

Department Head

Department of Human Resources

Department of Budget & Management

Date

Date

Date

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JUN 21 2021

DEPARTMENT OF HUMAN RESOURCES



# 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: 06/10/2021 Current Slot No.: 0033  
 Department Name: Sanitation - PCT. 3 Current Position Title: Equipment Operator I  
 Department No.: 123-001 Requested Position Title: Supervisor I

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

|                                |  |   |                                  |
|--------------------------------|--|---|----------------------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 31,930.00</u><br>Current Budgeted Amount | <u>\$ 37,548.00</u><br>Proposed Budgeted Amount | <u>\$ 5,618.00</u><br>Net Change |
| <b>SALARY REQUEST:</b>         | _____  | _____   | <u>\$ 0.00</u><br>Net Change     |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 5,618.00</u>                             |   |                                  |

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Deleted Position Slot # 0021

**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)

Mr. Olvera supervises 7 employees and oversees the day to day operations. Mr. Olvera holds daily staff meetings and assists with the scheduling of staff.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department of Human Resources

\_\_\_\_\_  
Department of Budget & Management

6/21/21  
Date

6/22/21  
Date

06/24/2021  
Date

