



# 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: 06/21/2021 Current Slot No.: see attached  
 Department Name: Elections Department Current Position Title: see attached  
 Department No.: 130-001 Requested Position Title: see attached

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 53,092.00 <sup>76</sup>	\$ 53,092.00 <sup>76</sup>
	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>	\$ 53,092.00 <sup>76</sup>		

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:

07/01/2021	12/31/2021	M - F 8:00 a.m. - 5:00 a.m.	40	27
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$25,555.00	Hourly Rate	\$ 12.29 <sup>2841</sup>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
27	40	1,080	\$ 12.29 <sup>2841</sup>	\$ 13,273.00 <sup>69.00</sup>
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)*

Request positions to be extended to assist with the preparation and execution of procedures prior, during and post elections.

*Guillermo Zamora*  
 Department Head

*[Signature]*  
 Department of Human Resources

*[Signature]*  
 Department of Budget & Management

06/21/21  
 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: 06/21/2021 Current Slot No.: see attached  
 Department Name: Elections Department Current Position Title: see attached  
 Department No.: 130-001 Requested Position Title: see attached

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

<b>SALARY REQUEST:</b>	\$ 0.00	<del>\$ 129,600.00</del>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<del>\$ 129,600.00</del> <b>\$103,680.00</b> <i>286</i>	<del>\$ 129,600.00</del> <b>\$103,680.00</b> <i>286</i>
<b>SALARY REQUEST:</b>		Proposed Budgeted Amount	Net Change
			\$ 0.00
<b>TOTAL BUDGETARY IMPACT:</b>	<del>\$ 129,600.00</del> <b>\$103,680.00</b> <i>286</i>		

**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:**

07/01/2021	12/31/2021	M - F 8:00 a.m. - 5:00 p.m.	40	<b>52-27</b>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$24,960.00	Hourly Rate	\$ 12.29
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
27	40	1,080	\$ 12.29	\$ 12,960.00
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

Request positions to be extended to assist with the preparation and execution of procedures prior, during and post elections.

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

06/21/21  
 Date  
6/22/21  
 Date  
06/24/2021  
 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: Elections Department

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T220		Clerk I	\$0.00	\$12,960.00
T221		Clerk I	\$0.00	\$12,960.00
T222		Clerk I	\$0.00	\$12,960.00
T223		Clerk I	\$0.00	\$12,960.00
T224		Clerk I	\$0.00	\$12,960.00
T225		Clerk I	\$0.00	\$12,960.00
T226		Clerk I	\$0.00	\$12,960.00
T227		Clerk I	\$0.00	\$12,960.00



# 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: 06/23/2021 Current Slot No.: see attached  
 Department Name: Elections Department Current Position Title: see attached  
 Department No.: 130-001 Requested Position Title: see attached

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

<b>SALARY REQUEST:</b>	<u>\$ 26,827.20</u>	<u>\$ 26,827.20</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>\$ 26,827.20</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>07/01/2021</u>	<u>12/31/2021</u>	<u>M-F 8:00am - 5:00pm</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Hourly Rate <u>\$ 12.4200</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080</u>	<u>\$ 12.4200</u>	<u>\$ 13,413.60</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)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hilda A. Salinas  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

6/23/2021  
 Date

6/23/21  
 Date

06/24/2021  
 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:                     Elections Department                    

Department No.:                                     130-001                                    

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T228		Clerk I	\$0.00	\$13,414.00
T229		Clerk I	\$0.00	\$13,414.00