



# 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: 07/23/2021 Current Slot No.: 0018-0042 (25)  
 Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
 Department No.: 125-032 Requested Position Title: Detention Officer

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 898,500.00</u>	<u>\$ 898,500.00</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>\$ 898,500.00</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	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate	
_____				
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)**

To fulfill the need to maintain or preserve the security of the new courthouse.

---



---



---

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

07/23/2021  
Date

7/23/21  
Date

07/26/2021  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

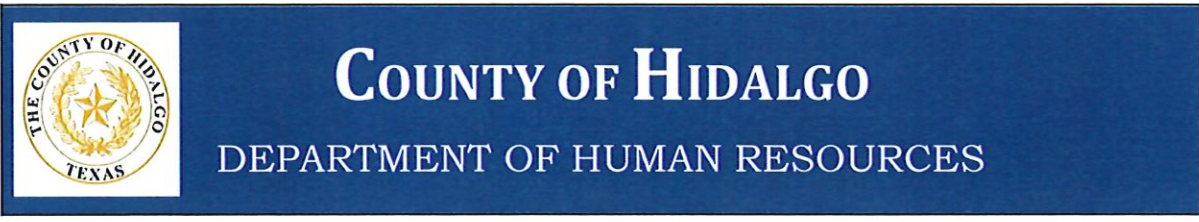
**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Courthouse Security

Department No.: 125-032

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0018		Detention Officer		\$35,940
0019		Detention Officer		\$35,940
0020		Detention Officer		\$35,940
0021		Detention Officer		\$35,940
0022		Detention Officer		\$35,940
0023		Detention Officer		\$35,940
0024		Detention Officer		\$35,940
0025		Detention Officer		\$35,940
0026		Detention Officer		\$35,940
0027		Detention Officer		\$35,940
0028		Detention Officer		\$35,940
0029		Detention Officer		\$35,940
0030		Detention Officer		\$35,940
0031		Detention Officer		\$35,940
0032		Detention Officer		\$35,940



**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: Courthouse Security  
 Department No.: 125-032

*Position Information:*

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0033		Detention Officer		\$35,940
0034		Detention Officer		\$35,940
0035		Detention Officer		\$35,940
0036		Detention Officer		\$35,940
0037		Detention Officer		\$35,940
0038		Detention Officer		\$35,940
0039		Detention Officer		\$35,940
0040		Detention Officer		\$35,940
0041		Detention Officer		\$35,940
0042		Detention Officer		\$35,940
			25 Positions Total:	\$898,500



# 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: 07/23/2021 Current Slot No.: 0043  
 Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
 Department No.: 125-032 Requested Position Title: Detention Lieutenant

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 47,325.00</u> Proposed Budgeted Amount	<u>\$ 47,325.00</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 47,325.00</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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)**

To fulfill the need to maintain or preserve the security of the new courthouse.

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

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

07/23/2021  
Date

7/23/21  
Date

07/23/2021  
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: 07/23/2021 Current Slot No.: 0044  
 Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
 Department No.: 125-032 Requested Position Title: Detention Sergeant

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 44,179.00</u>	<u>\$ 44,179.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 44,179.00</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)**

To fulfill the need to maintain or preserve the security of the new courthouse.

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

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

07/23/2021  
Date

7/23/21  
Date

07/26/2021  
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: 07/23/2021 Current Slot No.: 0045-0065 (21)  
 Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
 Department No.: 125-032 Requested Position Title: Deputy Sheriff

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 964,194.00</u>	<u>\$ 964,194.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>                    </u>	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 964,194.00</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>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u>                    </u>		<u>                    </u>	<u>                    </u>	<u>                    </u>
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
<u>                    </u>		<u>                    </u>		<u>                    </u>
No. of Weeks	x	Hours per Week	=	Total Hours
<u>                    </u>		<u>                    </u>		<u>                    </u>
	x	Hourly Rate	=	Budgeted Salary
		<u>                    </u>		<u>                    </u>

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

To fulfill the need to maintain or preserve the security of the new courthouse.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

07/23/2021  
Date

7/23/21  
Date

07/26/2021  
Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### MULTIPLE PERSONNEL ACTION FORM (Attachment A)

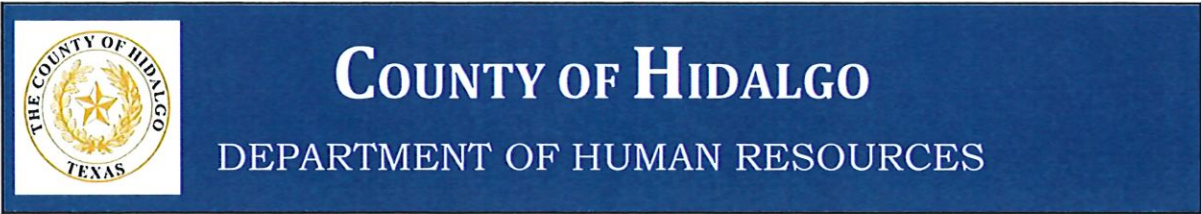
**NOTE:** Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Courthouse Security

Department No.: 125-032

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0045		Deputy Sheriff		\$45,914
0046		Deputy Sheriff		\$45,914
0047		Deputy Sheriff		\$45,914
0048		Deputy Sheriff		\$45,914
0049		Deputy Sheriff		\$45,914
0050		Deputy Sheriff		\$45,914
0051		Deputy Sheriff		\$45,914
0052		Deputy Sheriff		\$45,914
0053		Deputy Sheriff		\$45,914
0054		Deputy Sheriff		\$45,914
0055		Deputy Sheriff		\$45,914
0056		Deputy Sheriff		\$45,914
0057		Deputy Sheriff		\$45,914
0058		Deputy Sheriff		\$45,914
0059		Deputy Sheriff		\$45,914



**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: Courthouse Security

Department No.: 125-032

*Position Information:*

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0060		Deputy Sheriff		\$45,914
0061		Deputy Sheriff		\$45,914
0062		Deputy Sheriff		\$45,914
0063		Deputy Sheriff		\$45,914
0064		Deputy Sheriff		\$45,914
0065		Deputy Sheriff		\$45,914
			21 Positions Total:	\$964,194



# 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: 07/23/2021 Current Slot No.: 0066  
 Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
 Department No.: 125-032 Requested Position Title: Sergeant

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 61,589.00</u>	<u>\$ 61,589.00</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>\$ 61,589.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)**

To fulfill the need to maintain or preserve the security of the new courthouse.

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

[Signature]  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

07/23/2021  
 Date

7/23/21  
 Date

07/26/2021  
 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: 07/23/2021 Current Slot No.: 0067  
Department Name: Courthouse Security Current Position Title: \_\_\_\_\_  
Department No.: 125-032 Requested Position Title: Lieutenant

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 68,255.00</u>	<u>\$ 68,255.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 68,255.00</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)**

To fulfill the need to maintain or preserve the security of the new courthouse.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

07/23/2021  
Date

7/23/21  
Date

07/26/2021  
Date