



# 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: 07/02/2021 Current Slot No.: 0001  
 Department Name: Facilities Management Current Position Title: Division Manager III, Facilities Management  
 Department No.: 220-001 Requested Position Title: \_\_\_\_\_

REQUEST FOR: <input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position* <input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other <span style="float: right;">Delete</span>
SALARY REQUEST: <u>\$ 77,687.00</u>	<u>77,000</u> \$75,060.00	<u>-77,687.00</u> \$75,060.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 77,687.00</u>	<u>77,687.00</u>	<u>\$ 75,060.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Oscar R. Villarreal**  
 Department Head  
 \_\_\_\_\_  
 Department of Human Resources  
 \_\_\_\_\_  
 Department of Budget & Management

07/19/2021  
 Date  
 \_\_\_\_\_  
 Date  
 7/21/21  
 \_\_\_\_\_  
 Date  
 08/06/2021  
 \_\_\_\_\_  
 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: 07/20/2021 Current Slot No.: 0096  
 Department Name: Facilities Management Current Position Title: Carpenter III  
 Department No.: 220-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 38,862.00</u>	_____	_____
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

<b>SALARY REQUEST:</b>	_____	_____	_____
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 38,862.00

**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  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)*

The Carpenter III position is being deleted as part of the restructuring process of Facilities Mgmt departments.

Oscar R. Villarreal  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

07/21/2021  
 Date  
8/4/21  
 Date  
08/06/2021  
 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: 07/20/2021 Current Slot No.: 0145  
 Department Name: Facilities Management Current Position Title: \_\_\_\_\_  
 Department No.: 220-001 Requested Position Title: Carpenter II

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 32,192.00</u>	<u>\$ 32,192.00</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>\$ 32,192.00</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)*

The position of Carpenter II is being created as part of the restructuring process for Facilities Mgmt.

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

**Oscar R. Villarreal** 07/21/2021  
 Department Head Date

01/4/21  
 Department of Human Resources Date

08/06/2021  
 Department of Budget & Management 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: 07/02/2021 Current Slot No.: 0007  
 Department Name: Facilities Management Current Position Title: Division Manager I, Facilities Maintenance  
 Department No.: 220-001 Requested Position Title: Division Manager II, Facilities Maintenance

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

<b>SALARY REQUEST:</b> <u>\$ 57,102.00</u>	<u>\$ 64,352.00</u>	<u>\$ 7,250.00</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>\$ 7,250.00</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)**

Reclassify the position for purposes of restructuring the department.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Oscar R. Villarreal  
 Department Head  
 \_\_\_\_\_  
 Department of Human Resources

[Signature]  
 \_\_\_\_\_  
 Department of Budget & Management

Date: 07/19/2021  
7/21/21  
08/06/2021





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Division Manager I, Facilities Maintenance</u>	<u>0007</u>	<u>G14S02</u>	<u>\$ 57,102.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Division Manager II</u>	<u>0007</u>	<u>G16S01</u>	<u>\$ 64,352.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Division Manager II</u>	<u>G16S01</u>	<u>\$ 64,352.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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

#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

07/21/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/16/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/06/2021  
\_\_\_\_\_  
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: 07/02/2021 Current Slot No.: 0094  
 Department Name: Facilities Management Current Position Title: Supervisor II, Facilities Maintenance  
 Department No.: 220-001 Requested Position Title: Division Manager I, ~~Facilities Maintenance~~ 28

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

<b>SALARY REQUEST:</b>	<u>\$ 48,956.00</u>	<u>\$ 55,171.00</u>	<u>\$ 6,215.00</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>\$ 6,215.00</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 28

**\* 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)

Reclassify the position for purposes of restructuring the department.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Oscar R. Villarreal 07/19/2021  
 Department Head Date

7/21/21  
 Department of Human Resources Date

08/06/2021  
 Department of Budget & Management Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Supervisor II, Facilities Maintenance</u>	<u>0094</u>	<u>G12S02</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Division Manager I</u>	<u>0094</u>	<u>G14S01</u>	<u>\$ 55,171.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Division Manager I</u>	<u>G14S01</u>	<u>\$ 55,171.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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

#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

08/14/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/6/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/06/2021  
\_\_\_\_\_  
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: 07/02/2021 Current Slot No.: 0107  
 Department Name: Facilities Management Current Position Title: Electrician III  
 Department No.: 220-001 Requested Position Title: Supervisor III

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

SALARY REQUEST: <u>\$ 48,956.00</u>	SALARY REQUEST: <u>\$ 51,084.00</u>	SALARY REQUEST: <u>\$ 2,128.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____		SALARY REQUEST: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 2,128.00</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)

Reclassify the position for purposes of restructuring the department.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Oscar R. Villarreal** *[Signature]* 07/19/2021  
 Department Head Date

*[Signature]* 7/12/21  
 Department of Human Resources Date

*[Signature]* \_\_\_\_\_  
 Department of Budget & Management Date 08/06/2021





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Electrician III</u>	<u>0107</u>	<u>G12S02</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Supervisor III</u>	<u>0107</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Supervisor III</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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


#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

07/21/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/6/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/06/2021  
\_\_\_\_\_  
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: 07/02/2021 Current Slot No.: 0077  
 Department Name: Facilities Management Current Position Title: Air Condition Technician III  
 Department No.: 220-001 Requested Position Title: Supervisor III

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

<b>SALARY REQUEST:</b>	<u>\$ 46,916.00</u>	<u>\$ 51,084.00</u>	<u>\$ 4,168.00</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

**TOTAL BUDGETARY IMPACT:** \$ 4,168.00

**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

**\* 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)*

Reclassify the position for purposes of restructuring the department.

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

**Oscar R. Villarreal** Date: 07/19/2021  
 Department Head

Date: 7/21/21  
 Department of Human Resources

Date: 08/06/2021  
 Department of Budget & Management





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Air Condition Technician III</u>	<u>0077</u>	<u>G11S03</u>	<u>\$ 46,916.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>SuperVisor III</u>	<u>0077</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>SuperVisor III</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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

#### SIGNATURES:

[Signature]  
Human Resources Representative

8/4/21  
Date

[Signature]  
County Treasurer Representative

8/4/21  
Date

[Signature]  
Budget & Management Representative

08/06/2021  
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: 07/02/2021 Current Slot No.: 0005  
 Department Name: Facilities Management Current Position Title: Plumber III  
 Department No.: 220-001 Requested Position Title: Supervisor III

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

<b>SALARY REQUEST:</b>	<u>\$ 48,956.00</u>	<u>\$ 51,084.00</u>	<u>\$ 2,128.00</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>\$ 2,128.00</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)*

Reclassify the position for purposes of restructuring the department.

Oscar R. Villarreal  
 Department Head

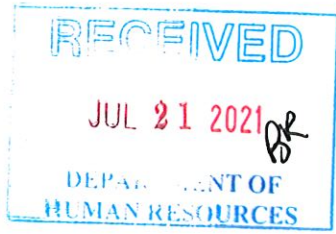
[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

07/19/2021  
 Date

7/21/21  
 Date

08/06/2021  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

*Current Job Title:*

<u>Plumber III</u>	<u>0005</u>	<u>G12S02</u>	<u>\$ 48,956.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

*Requested Job Title:*

<u>Supervisor III</u>	<u>0005</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Supervisor III</u>	<u>G13S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Pay Grade	Salary

*Comments:*

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

#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

8/4/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/6/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/04/2021  
\_\_\_\_\_  
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: 07/02/2021 Current Slot No.: 0049  
 Department Name: Facilities Management Current Position Title: Carpenter III  
 Department No.: 220-001 Requested Position Title: Supervisor II, Facilities Maintenance

28

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

<b>SALARY REQUEST:</b>	<u>\$ 38,862.00</u>	<u>\$ 47,300.00</u>	<u>\$ 8,438.00</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>\$ 8,438.00</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)

Reclassify the position for purposes of restructuring the department.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Oscar R. Villarral** 07/19/2021  
 Department Head Date  
7/21/21  
 Department of Human Resources Date  
08/06/2021  
 Department of Budget & Management Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Carpenter III</u>	<u>0049</u>	<u>G09S02</u>	<u>\$ 38,862.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Supervisor II, Facilities Maintenance</u>	<u>0049</u>	<u>G12S01</u>	<u>\$ 47,300.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

28

#### COMMITTEE RECOMMENDATION:

<u>Supervisor II, Facilities Maintenance</u>	<u>G12S01</u>	<u>\$ 47,300.00</u>
Classification / Position Title	Pay Grade	Salary

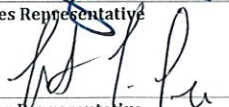
**Comments:**

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

#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

8/4/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/6/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/06/2021  
\_\_\_\_\_  
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: 07/02/2021 Current Slot No.: 0033  
 Department Name: Facilities Management Current Position Title: Custodian II  
 Department No.: 220-001 Requested Position Title: Supervisor I

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

<b>SALARY REQUEST:</b>	<u>\$ 27,152.00</u>	<u>\$ 37,548.00</u>	<u>\$ 10,396.00</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>\$ 10,396.00</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)*

Reclassify the position for purposes of restructuring the department.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Oscar R. Villarreal** 07/19/2021  
 Department Head Date

7/21/21  
 Department of Human Resources Date

08/06/2021  
 Department of Budget & Management Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Facilities Maintenance

Date: 07/21/2021

Department No.: 220

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Custodian II</u>	<u>0033</u>	<u>G03S05</u>	<u>\$ 27,152.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Supervisor I</u>	<u>0033</u>	<u>G09S01</u>	<u>\$ 37,548.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Supervisor I</u>	<u>G09S01</u>	<u>\$ 37,548.00</u>
Classification / Position Title	Pay Grade	Salary

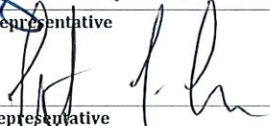
**Comments:**

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

#### SIGNATURES:

  
\_\_\_\_\_  
Human Resources Representative

8/4/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
County Treasurer Representative

8/6/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Budget & Management Representative

08/06/2021  
\_\_\_\_\_  
Date