



# 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: 08/04/2021 Current Slot No.: 0122  
 Department Name: PCT. 3 Road Maintenance Current Position Title: Multimedia Specialist III  
 Department No.: 123-005 Requested Position Title: Multimedia Coordinator

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

<b>SALARY REQUEST:</b>	<u>\$ 55,171.00</u>	<u>\$ 64,352.00</u>	<u>\$ 9,181.00</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>\$ 9,181.00</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>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

Other responsibilities such as coordinates activities between Precinct 3 and City Government and Federal Government, Personal 24 hr. call out for man made natural made disaster. Plans and implements public information county-wide programs. Prepares news releases, newsletters, information articles, speeches and other materials as assigned.

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

8-6-21  
 Date  
8/6/21  
 Date  
08/06/2021  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Pct. 3 Road Maintenance

Date: 08/06/2021

Department No.: 123

Program No.: 005

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Multimedia Specialist III</u>	<u>0122</u>	<u>G14S01</u>	<u>\$ 55,171.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Multimedia Coordinator</u>	<u>0122</u>	<u>G16S01</u>	<u>\$ 64,352.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Multimedia Coordinator</u>	<u>G16S01</u>	<u>\$ 64,352.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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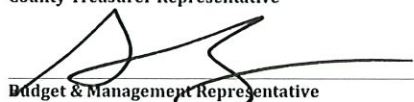
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#### SIGNATURES:

  
Human Resources Representative

8/6/21  
Date

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

  
Budget & Management Representative

\_\_\_\_\_  
Date

08/06/2021  
Date