



# 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: 08/23/2021 Current Slot No.: 7132  
 Department Name: Juvenile Current Position Title: Counselor II  
 Department No.: 330-001 Requested Position Title: Counselor II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Re-Grade

<b>SALARY REQUEST:</b>	<u>\$ 47,300.00</u>	<u>\$ 51,084.00</u>	<u>\$ 3,784.00</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>\$ 3,784.00</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)**

Due to current market salaries for Licensed Professional Counselors - Associates and our inability to attract and fill these positions, the HR Department is in agreement with us to increase the pay to be more competitive in attracting suitable candidates.

Department Head Date: 8-23-2021  

 Department of Human Resources Date: 8/24/21  

 Department of Budget & Management Date: 08/24/2021



# 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: 08/23/2021 Current Slot No.: 7502 & 7503  
 Department Name: Juvenile Current Position Title: Counselor II  
 Department No.: 330-054 Requested Position Title: Counselor II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Re-Grade

<b>SALARY REQUEST:</b> <u>Slot 7502</u>	\$ 47,300.00 Current Budgeted Amount	\$ 51,084.00 Proposed Budgeted Amount	\$ 3,784.00 Net Change
<b>SALARY REQUEST:</b> <u>Slot 7503</u>	<u>\$56,177.00</u> Current Budgeted Amount	<u>\$51,084.00</u> Proposed Budgeted Amount	<u>-\$5,093.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>		<u>\$3,784.00</u>	

*E.M.*

**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)**

Due to current market salaries for License Professional Counselors - Associates and our inability to attract and fill these positions, the HR Department is in agreement with us to increase the pay to be more competitive in attracting suitable candidates.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

8-23-2021  
Date

8/24/21  
Date

08/24/2021  
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: 08/23/2021 Current Slot No.: 8001  
 Department Name: Juvenile Current Position Title: Counselor III  
 Department No.: 330-028 Requested Position Title: Counselor III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Re-Grade

<b>SALARY REQUEST:</b>	<u>\$ 55,171.00</u>	<u>\$ 59,585.00</u>	<u>\$ 4,414.00</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>\$ 4,414.00</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)*

Due to current market salaries for Licensed Professional Counselors and our inability to attract and fill these positions, the HR Department is in agreement with us to increase the pay to be more competitive in attracting suitable candidates.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

8-23-2021  
Date

8/24/21  
Date

08/24/2021  
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: 08/23/2021 Current Slot No.: 7501  
 Department Name: Juvenile Current Position Title: Counselor III  
 Department No.: 330-054 Requested Position Title: Counselor III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Re-Grade

<b>SALARY REQUEST:</b>	\$ 59,101.00 Current Budgeted Amount	<del>\$ 59,585.00</del> <u>\$ 59,585.00</u> Proposed Budgeted Amount	\$ 484.00 Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 484.00	<del>\$ 2,509.00</del> <u>\$ 484.00</u>	28

**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)

Due to current market salaries for Licensed Professional Counselors and our inability to attract and fill these positions, the HR Department is in agreement with us to increase the pay to be more competitive in attracting suitable candidates.

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

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

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

8-23-2021  
Date

8/24/21  
Date

08/26/2021  
Date