



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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 AUG 16 2021  
 DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/12/2021 Current Slot No.: 0020371  
 Department Name: Sheriff's Office Current Position Title: MAINTENANCE III  
 Department No.: 280-002 Requested Position Title: Supervisor II, Facilities Management

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

<b>SALARY REQUEST:</b>	<u>\$ 34,485.00</u>	<u>\$ 47,300.00</u>	<u>\$ 12,815.00</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>\$ 12,815.00</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>		
<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)

He has taken additional responsibilities over the past years to include supervisor duties.

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<p><u>[Signature]</u> Department Head</p> <p><u>[Signature]</u> Department of Human Resources</p> <p><u>[Signature]</u> Department of Budget &amp; Management</p>	<p>Date: _____</p> <p><u>8/31/21</u> Date</p> <p><u>09/02/21</u> Date</p>
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# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Sheriff's Office

Date: 08/26/2021

Department No.: 280

Program No.: 002

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Maintenance III</u>	<u>0371</u>	<u>G07S03</u>	<u>\$ 34,485.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Supervisor II, Facilities Maintenance</u>	<u>0371</u>	<u>G12S01</u>	<u>\$ 47,300.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### 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

08/31/21  
\_\_\_\_\_  
Date

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

09/01/21  
\_\_\_\_\_  
Date

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

09/02/2021  
\_\_\_\_\_  
Date