



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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SEP 22 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: 09/22/2021 Current Slot No.: see attached  
Department Name: Tax Office Current Position Title: see attached  
Department No.: 140-001 Requested Position Title: see attached

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

SALARY REQUEST: \$ 0.00 \$37,440.00 \$37,440.00  
Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \$ 0.00 \$ 0.00 \$ 0.00  
Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$40,320.00 \$37,440.00

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:

10/01/2021	12/31/2021	8:00 am - 5:00 pm Mon-Fri	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
13	40	520	\$ 12.00	\$ 6,240.00 (x4)
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)

Requesting temporary assistance to relief overflow of calls for the Tax Office call center.

[Signature]  
Department Head

[Signature]  
Department of Human Resources

[Signature]  
Department of Budget & Management

09-22-21  
Date

9/22/21  
Date

09/23/2021  
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: Tax Office

Department No.: 140-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T251		Clerk I	\$0.00	\$6,240.00
T252		Clerk I	\$0.00	\$6,240.00
T253		Clerk I	\$0.00	\$6,240.00
T254		Clerk I	\$0.00	\$6,240.00
T255		Clerk I	\$0.00	\$6,240.00
T256		Clerk I	\$0.00	\$6,240.00
		Total	\$0.00	\$37,440.00