



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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SEP 17 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: 09/15/2021 Current Slot No.: 0012
Department Name: Purchasing Current Position Title: _____
Department No.: 160 115-101 Requested Position Title: Contract Specialist II

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

SALARY REQUEST:	<u>\$ 43,796.00</u>	<u>\$ 43,796.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 43,796.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Annual Budget Cycle
- Salary Adjustment
- Will Require Additional Funds
- Other ARPA Grant

- 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 American Rescue Plan Act (ARPA) grant awarded to Hidalgo County will generate an influx in procurement goods and services county-wide. This position is essential to the Purchasing department as it will perform an intermediate level contract management functions. The additional personnel will allow the department to continue responding effectively to the county's needs in a timely manner.

Maribeth L. Salazar
Department Head
[Signature]
Department of Human Resources
[Signature]
Department of Budget & Management

9/16/2021
Date
9/22/21
Date
9/23/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 SEP 17 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: 09/15/2021 Current Slot No.: 0013
 Department Name: Purchasing Current Position Title: _____
 Department No.: 160-115-001 Requested Position Title: Contract Specialist I

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

SALARY REQUEST:	\$ 37,548.00	\$ 37,548.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 37,548.00	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Grant

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 American Rescue Plan Act (ARPA) grant awarded to Hidalgo County will generate an influx in procurement goods and services countywide. This position is essential to the Purchasing Department as it will perform evaluations and negotiations of contracts. The additional personnel will allow the department to continue responding effectively to the County's needs in a timely manner.

Martha L. Deloya
Department Head

9/16/2021
Date

[Signature]
Department of Human Resources

9/22/21
Date

[Signature]
Department of Budget & Management

09/23/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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SEP 17 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: 09/15/2021 Current Slot No.: 0014
 Department Name: Purchasing Current Position Title: _____
 Department No.: ~~160~~ 115-001 Requested Position Title: Procurement Specialist I

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 37,548.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 37,548.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____ ARPA Grant

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 American Rescue Plan Act (ARPA) grant awarded to Hidalgo County will generate an influx in procurement goods and services county-wide. This position is essential to the Purchasing department as it will assist with the review and approval of additional requisitions generated by additional funding without disrupting our current workflow. This position will allow us to continue responding effectively to the county's needs in a timely manner.

Martha L Selva
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

9-16-2021
 Date
9/22/21
 Date
09/23/2021
 Date



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DEPARTMENT OF HUMAN RESOURCES

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SEP 17 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: 09/15/2021 Current Slot No.: 0015
 Department Name: Purchasing Current Position Title: _____
 Department No.: 160 115-101 Requested Position Title: Procurement Specialist I

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 37,548.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 37,548.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____ ARPA Grant

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 American Rescue Plan Act (ARPA) grant awarded to Hidalgo County will generate an influx in procurement goods and services county-wide. This position is essential to the Purchasing department as it will assist with the review and approval of additional requisitions generated by additional funding without disrupting our current workflow. This position will allow us to continue responding effectively to the county's needs in a timely manner.

Marche L. Pelajo
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

9-16-2021
 Date
9/22/21
 Date
09/23/2021
 Date