



# 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: 11/09/2021 Current Slot No.: T001 & T004  
 Department Name: Hurricane Preparedness Current Position Title: Truck Driver I  
 Department No.: 115-094 Requested Position Title: Truck Driver I

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

|                                |                         |                          |                    |
|--------------------------------|-------------------------|--------------------------|--------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 6,882.00</u>       |                    |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | <u>\$ 6,882.00</u> |
|                                |                         |                          | Net Change         |
| <b>SALARY REQUEST:</b>         |                         |                          | <u>\$ 0.00</u>     |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change         |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 6,882.00</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>11/16/2021</u>                | <u>12/31/2021</u> | <u>M-F 8:00am - 5:00pm</u>                         | <u>40</u>                   | <u>7</u>                |
| Start Date                       | End Date          | Work Schedule                                      | Hours per Week              | No. of Weeks            |
| Annual Salary <u>\$25,555.00</u> |                   | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate <u>\$ 12.29</u> | <u>841</u>              |
| <u>7</u>                         | <u>40</u>         | <u>280</u>   | <u>\$ 12.29</u>             | <u>\$ 3,441.00 (x2)</u> |
| 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 to extend temporary positions to be used to finalize on-going work.

\_\_\_\_\_  
Department Head  
 \_\_\_\_\_  
Department of Human Resources  
 \_\_\_\_\_  
Department of Budget & Management

11/11/21  
Date  
11/12/21  
Date  
11/11/21  
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: 11/09/2021 Current Slot No.: See Attached  
 Department Name: Hurricane Preparedness Current Position Title: See Attached  
 Department No.: 115-094 Requested Position Title: See attached

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 17,065.00</u>      | <u>\$ 17,065.00</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>\$ 17,065.00</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>11/16/2021</u>                                  | <u>12/31/2021</u> | <u>M-F 8am-5pm</u>                        | <u>40</u>                     | <u>7</u>           |
| Start Date   | End Date          | Work Schedule                             | Hours per Week                | No. of Weeks       |
| Annual Salary <u>\$25,347.00</u>                   |                   | Hourly Rate <u>\$ 12.19<sup>861</sup></u> |                               |                    |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate |                   |   |                               |                    |
| <u>7</u>   | <u>40</u>         | <u>280</u>                                | <u>\$ 12.19<sup>861</sup></u> | <u>\$ 3,413.00</u> |
| 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 to extend temporary positions to be used to finalize on-going work.

\_\_\_\_\_  
Department Head  
 \_\_\_\_\_  
Department of Human Resources  
 \_\_\_\_\_  
Department of Budget & Management

11/11/21  
Date  
1/12/21  
Date  
11/11/21  
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: Hurricane Preparedness

Department No.: 115-094

**Position Information:**

| Slot No. | Current Position Title | Proposed Position Title | Current Budgeted Salary | Proposed Budgeted Salary |
|----------|------------------------|-------------------------|-------------------------|--------------------------|
| T005     | Maintenance I          | Maintenance I           | \$0.00                  | \$3,413.00               |
| T008     | Maintenance I          | Maintenance I           | \$0.00                  | \$3,413.00               |
| T017     | Maintenance I          | Maintenance I           | \$0.00                  | \$3,413.00               |
| T018     | Maintenance I          | Maintenance I           | \$0.00                  | \$3,413.00               |
| T020     | Maintenance I          | Maintenance I           | \$0.00                  | \$3,413.00               |
|          |                        |                         |                         |                          |
|          |                        | \$3,413.00 X 5 =        |                         | \$17,065.00              |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |
|          |                        |                         |                         |                          |