



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: 10/15/2021 Current Slot No.: ~~0016-T020~~ 0016-0020
 Department Name: County Auditor's Office Current Position Title: _____
 Department No.: 170 115-101 Requested Position Title: Accountant I see attached

REQUEST FOR:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Other
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
		<u>\$ 202,760.00</u>	<u>\$ 262,345.00</u>	<u>\$ 202,760.00</u>
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
			\$ 0.00	
TOTAL BUDGETARY IMPACT:	<u>\$ -262,345.00</u>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Fund 1290

- 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)

The County was awarded \$212 million from the American Rescue Plan Act (ARPA). The funds must be incurred by Dec 31, 2024 and expended by Dec 31, 2026. The County Auditor is responsible for examining/approving all claims, bill, accounts. Due to the magnitude of the award, additional staff is needed to examine/approve ARPA-related payment requests.

Maria A. Duran
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

11/09/2021
Date

11/10/21
Date

11/11/2021
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: County Auditor's Office

Department No.: 115-101

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0016		Accountant I		\$40,552.00
0017		Accountant I		\$40,552.00
0018		Accountant I		\$40,552.00
0019		Accountant I		\$40,552.00
0020		Accountant I		\$40,552.00