



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: 11/29/2021 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:	<u>\$ 0.00</u>	<u>\$ 37,440.00</u>	<u>\$ 37,440.00</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>\$ 37,440.00</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 PR
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/01/2022</u>	<u>03/31/2022</u>	<u>8:00 am - 5:00 pm Mon-Fri</u>	<u>40</u>	<u>13</u>
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				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00 (X6)</u> 78
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

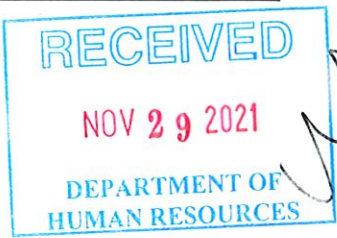
[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

11/29/2021
Date

12/1/21
Date

12/00/2021
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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PERSONNEL ADJUSTMENT REQUEST FORM

DEC 03 2021

DEPARTMENT OF HUMAN RESOURCES

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

Date: 12/01/2021 Current Slot No.: ~~T037~~ T150
 Department Name: Urban County Program Current Position Title: Clerk II
 Department No.: 250 - 001 Requested Position Title: Clerk II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temp. Position

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 3,899.55</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>
		<u>\$ 3,899.55</u>
		<small>Net Change</small>
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>
		<small>Net Change</small>
TOTAL BUDGETARY IMPACT:	<u>\$ 3,899.55</u>	<u>\$ 3,900.00</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>01/01/2022</u>	<u>02/25/2022</u>	<u>Mon. - Fri. 8 AM - 5 PM</u>	<u>40</u>	<u>8</u>
<small>Start Date</small>	<small>End Date</small>	<small>Work Schedule</small>	<small>Hours per Week</small>	<small>No. of Weeks</small>
Annual Salary <u>25,347.00</u>		Hourly Rate <u>\$ 12.19</u>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>8</u>	<u>40</u>	<u>320</u>	<u>\$ 12.1861</u>	<u>\$ 3,899.55</u>
<small>No. of Weeks</small>	<small>x</small>	<small>Hours per Week</small>	<small>=</small>	<small>Total Hours</small>
	<small>x</small>		<small>=</small>	<small>Budgeted Salary</small>

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is needed to carry out the work duties of an employee that is out on FMLA.

[Signature]
Department Head

12/01/2021
Date

[Signature]
Department of Human Resources

12/3/21
Date

[Signature]
Department of Budget & Management

12/10/2021
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: 12/03/2021 Current Slot No.: TBD
 Department Name: SHERIFF'S OFFICE Current Position Title: _____
 Department No.: 280-002 Requested Position Title: DETENTION OFFICER

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

SALARY REQUEST:	\$ 0.00	<u>\$71,880.00</u>	\$ 0.00 <u>\$71,880.00</u>
	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:	\$ 0.00 <u>\$71,880.00</u>		

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POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Long Term Military, FMLA, etc.

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

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*** TEMPORARY POSITIONS:**

01/01/2022	06/30/2022		40	<u>6 months 26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	<u>\$35,940.00</u>		Hourly Rate	<u>\$ 17.28 17.2788</u>
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			
	26	40	1040	\$ 17.28
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Fundings from Long Term Military, FMLA, etc.
 Positions to be added for 2022 Budget Salary Schedule
 Please see attached for a total of (4) Temp. D.O.)

Department Head _____

Date 12/3/21

Department of Human Resources _____

Date 12/3/21

Department of Budget & Management _____

Date 12/00/2021



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: SHERIFF'S OFFICE

Department No.: 280-002

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		DETENTION OFFICER	\$0.00	\$35,940.00
TBD		DETENTION OFFICER	\$0.00	\$35,940.00
TBD		DETENTION OFFICER	\$0.00	\$35,940.00
TBD		DETENTION OFFICER	\$0.00	\$35,940.00

28
\$17,970.00
\$17,970.00
\$17,970.00
\$17,970.00



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: 12/08/2021 Current Slot No.: see attached
 Department Name: Elections Department Current Position Title: see attached
 Department No.: 130-001 Requested Position Title: see attached

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

SALARY REQUEST:	\$ 0.00	\$ 129,600.00 \$124,800.00	\$ 129,600.00 \$124,800.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 129,600.00	\$124,800.00	

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:**

<u>01/01/2022</u>	<u>06/30/2022</u>	<u>M-F 8:00 a.m.- 5:00 p.m.</u>	<u>40</u>	<u>-52-26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>24960</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$12.29</u>	<u>12.00</u>
<u>26-27</u>	<u>40</u>	<u>1040-1,080</u>	<u>\$12.00</u>	<u>\$12,960.00</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)

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/08/2021
 Date
12/9/21
 Date
12/10/2021
 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: Elections Department

Department No.: 130-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
TBD		Clerk I	\$0.00	\$12,480.00
			Total	\$129,600.00
				\$124,800.00 28



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: 12/08/2021 Current Slot No.: see attached
 Department Name: Elections Department Current Position Title: see attached
 Department No.: 130-001 Requested Position Title: see attached

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

SALARY REQUEST:	\$ 0.00	\$ 53,092.00 <u>51,112.00</u>	\$ 53,092.00 <u>51,112.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 53,092.00 <u>51,112.00</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:

01/01/2022	06/30/2022	M-F 8:00 a.m.- 5:00 p.m.	40	
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
				<u>27 26</u>
Annual Salary		\$25,555.00	Hourly Rate	\$ 12.29860
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26 27</u>	40	1,080	\$ 12.29860	<u>\$ 13,273.00</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)

Request positions to be extended to assist with the preparation and execution of procedures prior, during and post elections.

[Signature]
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

12/08/2021
Date

12/9/21
Date

12/15/2021
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: Elections Department

Department No.: 130-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Elections Surveyor Technician	\$0.00	\$12,782.00 ⁷⁸
TBD		Elections Surveyor Technician	\$0.00	\$12,782.00 ⁷⁸
TBD		Elections Surveyor Technician	\$0.00	\$12,782.00 ⁷⁸
TBD		Elections Surveyor Technician	\$0.00	\$12,782.00 ⁷⁸
				⁷⁸ 51,112.00
			Total	\$51,128.00



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: 12/01/2021
 Department Name: Indigent Defense
 Department No.: 070-001
 Current Slot No.: T008 - T009 - TBD
 Current Position Title: Eligibility Specialist
 Requested Position Title: Eligibility Specialist

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:
 Current Budgeted Amount: \$ 0.00
 Proposed Budgeted Amount: \$ 29,806.00
 Net Change: \$ 29,806.00

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

TOTAL BUDGETARY IMPACT: \$ 29,806.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

POSITION TYPE: Full Time Regular Object Code 113
 Full Time Temporary Object Code 121
 Part Time Regular Object Code 114
 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt
FLSA: Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/03/2022</u> Start Date	<u>06/30/2021</u> End Date	<u>M-F 8:00am - 5:00pm</u> Work Schedule	<u>40</u> Hours per Week	<u>26</u> No. of Weeks
<u>29,807</u> Annual Salary		<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>	<u>\$ 14.3302</u> Hourly Rate	<u>26</u> No. of Weeks
<u>26</u> No. of Weeks	<u>x</u>	<u>40</u> Hours per Week	<u>=</u>	<u>1040</u> Total Hours
	<u>x</u>	<u>\$ 14.3302</u> Hourly Rate	<u>=</u>	<u>\$ 14,903.00 (xa)</u> Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Increase of duties and job demands/workload to assist the judicial process and help reduce jail population.

[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12-1-21
Date
12/9/21
Date
12/10/21
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: 12/09/2021 Current Slot No.: T007-TBD
 Department Name: County Court-At-Law No.1 Current Position Title: Assistant Court Coordinator (CC)
 Department No.: 021-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 7,277.00</u>	<u>\$ 7,277.00</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>\$ 7,277.00</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>01/01/2022</u>	<u>02/27/2022</u>	<u>8-5</u>	<u>40</u>	<u>8</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$47,300.00</u>		Hourly Rate <u>\$ 22.7403</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>8</u>	<u>40</u>	<u>320</u>	<u>\$ 22.7403</u>	<u>\$ 7,277.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

PR

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position is to end December 31, 2021. Requesting eight (8) week extension due to current Court Coordinator leaving and need this transitional time for training purposes.

[Signature]
Department Head

12/9/2021
Date

[Signature]
Department of Human Resources

12/9/21
Date

[Signature]
Department of Budget & Management

12/10/21
Date