



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: 12/20/2021 Current Slot No.: T090-T80
 Department Name: CSA Current Position Title: ~~Coordinator II~~ 28
 Department No.: 901-033 Requested Position Title: Coordinator II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	\$ 22,744.84	\$ 22,744.84
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 21,898.00	\$ 21,898.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 22,744.84		

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>Monday - Friday 8:00am to 5:00pm</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$43,796.00	Hourly Rate	\$ 21.00557
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080</u>	<u>\$ 21.00557</u>	<u>\$ 22,744.84</u> <u>21,898.00</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)

Coordinator II is in charge of over seen the rental assistance program. Coordinator is in charge of recruiting clients, checking eligibility for clients and making sure all of the documents are in order.

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

12/20/21
 Date
12/20/21
 Date
12/22/2021
 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: 12/20/2021 Current Slot No.: ~~T086~~ TBD
 Department Name: CSA Current Position Title: ~~Case Study Manager~~ 28
 Department No.: 901 - 033 Requested Position Title: Case Study Manager

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	\$ 16,675.20	\$ 16,058.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 16,675.20 - 16,058.00		

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>Monday - Friday 8:00am to 5:00pm</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$32,115.00	Hourly Rate	\$ 15.44399
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27.24</u>	<u>40</u>	<u>1080</u>	<u>\$ 15.44399</u>	<u>\$ 16,675.20 - 16,058</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)

Case Study Manager will be assisting client with rental assistance. Case study manager determines eligibility for clients.

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

12/20/21
 Date
12/20/21
 Date
12/22/2021
 Date