



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: 12/15/2021 Current Slot No.: _____
 Department Name: County Auditor's Office Current Position Title: _____
 Department No.: 170-115-101 Requested Position Title: Grants Accounting Supervisor

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

SALARY REQUEST:	\$ 59,585.00	\$ 59,585.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 59,585.00	

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 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 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 approve ARPA-related payment requests, supervise staff, and prepare OIG reports.

Maria A. Duran
 Department Head Date 12/15/2021

[Signature]
 Department of Human Resources Date 1/7/21

[Signature]
 Department of Budget & Management Date 1/10/21