



# 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 \_\_\_\_\_

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

12/15/2021  
Date

[Signature]  
Department of Human Resources

1/7/21  
Date

\_\_\_\_\_  
Department of Budget & Management

\_\_\_\_\_  
Date