



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: 01/13/2022 Current Slot No.: 0041
 Department Name: Information Technology Current Position Title: CIJS Manager
 Department No.: 200 - 001 Requested Position Title: _____

28

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

SALARY REQUEST: <u>\$ 55,171.00</u>	<u>\$0.00</u> \$55,171.00	<u>- \$ 55,171.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>- \$ 55,171.00</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:**

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)

Deleting position to create new IT Manager position.

[Signature]
Department Head

01/13/2022
Date

[Signature]
Department of Human Resources

1/19/22
Date

Department of Budget & Management

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: 01/13/2022 Current Slot No.: 0056
 Department Name: Information Technology Current Position Title: Information Technology
 Department No.: 200-001 Requested Position Title: IT Manager 28

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

SALARY REQUEST: <u>\$0.00</u>	\$ 64,352.00	\$ 64,352.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 64,352.00</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:**

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)

This position performs complex information system managerial work involving all of the County's network infrastructure including wide area and local area networks and telecommunications systems. With the additions of multiple facilities, enhancement of network communication and fiber services, and datacenters including VM environment & security, this position is critical to the daily IT functions.

Department Head [Signature]

Date 01/13/2022

Department of Human Resources [Signature]

Date 1/19/22

Department of Budget & Management _____

Date _____