



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: 03/04/2022 Current Slot No.: FBD-0024-0028 0001-0005
 Department Name: Sheriff's Office Current Position Title: 28 PR
 Department No.: 280-115-101-246 Requested Position Title: Certified Medical Assistant

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	\$32,192.00 (X5) \$0.00	\$0.00 \$160,960.00
	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 \$160,960.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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
 Non-Exempt Non-Exempt

***TEMPORARY POSITIONS:**

3/29/22 03/14/2022 12/31/2022
 Start Date End Date Work Schedule 40 40
 Hours per Week No. of Weeks
 Annual Salary \$32,192.00 Hourly Rate 15.48 15.4769
 Step 1 Salary / 2,080 Hours Per Year = Hourly Rate
40 42 40 1600 15.4769
 No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary \$ 26,006.40 \$ 24,768.00
24,764.00

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (If salary by position or adjustment request is essential)

Positions will provide medical assistant to increasing volume of inmates. Time limited
 positions will expire April 2023. March 31, 2023.

Department Head

03/04/2022

Date

Department of Human Resources

3/16/22

Date

Department of Budget & Management

3/21/22

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: SHERIFF'S OFFICE

Department No.: 280

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Certified Medical Assistant	\$0.00	\$32,192.00
TBD		Certified Medical Assistant	\$0.00	\$32,192.00
TBD		Certified Medical Assistant	\$0.00	\$32,192.00
TBD		Certified Medical Assistant	\$0.00	\$32,192.00
TBD		Certified Medical Assistant	\$0.00	\$32,192.00
			total:	\$160,960.00