



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: 06/03/2022 Current Slot No.: see attached
 Department Name: Elections Department Current Position Title: see attached
 Department No.: 130-001 Requested Position Title: see attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 129,600.00</u>	<u>\$ 129,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 129,600.00</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:**

<u>07/01/2022</u>	<u>12/31/2022</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Hourly Rate <u>\$12.29 \$12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1,080</u>	<u>\$12.00</u>	<u>\$ 12,960.00 (x10)</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)*

Request positions to be extended to assist with the preparation and execution of procedures prior, during and post elections.

<p><u>Hilda Gutierrez</u> Department Head</p> <p><u>[Signature]</u> Department of Human Resources</p> <p><u>[Signature]</u> Department of Budget & Management</p>	<p><u>6/7/22</u> Date</p> <p><u>6/22/22</u> Date</p> <p><u>6-23-22</u> Date</p>
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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: Elections Department

Department No.: 130-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T234		Clerk I	\$0.00	\$12,960.00
T235		Clerk I	\$0.00	\$12,960.00
T236		Clerk I	\$0.00	\$12,960.00
T237		Clerk I	\$0.00	\$12,960.00
T238		Clerk I	\$0.00	\$12,960.00
T239		Clerk I	\$0.00	\$12,960.00
T240		Clerk I	\$0.00	\$12,960.00
T241		Clerk I	\$0.00	\$12,960.00
T242		Clerk I	\$0.00	\$12,960.00
T243		Clerk I	\$0.00	\$12,960.00
			Total	\$129,600.00



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PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 06/03/2022 Current Slot No.: see attached
 Department Name: Elections Department Current Position Title: see attached
 Department No.: 130-001 Requested Position Title: see attached

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

SALARY REQUEST:	\$ 0.00	\$ 53,092.00	\$ 53,092.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 53,092.00		

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>07/01/2022</u>	<u>12/31/2022</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$25,555.00</u>	Hourly Rate	<u>\$ 12.29</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080</u>	<u>\$ 12.29</u>	<u>\$ 13,278.00 (x4)</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)*

Request positions to be extended to assist with the preparation and execution of procedures prior, during and post elections.

Fredy Salinas
Department Head

[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

6/7/22
Date

6/22/22
Date

6-23-22
Date

