



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: 6/23/2022 Current Slot No.: 0037
 Department Name: Purchasing Current Position Title: Procurement Analyst IV
 Department No.: 160-001 Requested Position Title: _____

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

SALARY REQUEST: 66604 0.00 -66604
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -66604

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)

Position is being transferred from the Purchasing Department to the Information Technology Department.

Belmaraz
 Department Head

Jun 24, 2022
 Date

[Signature]
 Department of Human Resources

6/24/22
 Date

[Signature]
 Department of Budget & Management

6/28/22
 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: 06/23/2022 Current Slot No.: 0058
 Department Name: Information Technology Current Position Title: _____
 Department No.: 200-001 Requested Position Title: Application Developer III

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

SALARY REQUEST:	\$ 0.00	<u>66,604.00</u> \$ 64,352.00	<u>66,604.00</u> \$ 64,352.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>66,604.00</u>	\$ 0.00	\$ 0.00
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 Transferring position from the Purchasing dept.

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)

Position is being transferred from the Purchasing Department to the Information Technology Department.

Daniel Salinas
Department Head

06/23/2022
Date

[Signature]
Department of Human Resources

6/24/22
Date

[Signature]
Department of Budget & Management

6/28/22
Date