



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: 09/02/2022 Current Slot No.: 0116-0117
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 006 Requested Position Title: (2) Equipment Operator III

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 81,104.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)*

Pct 2 Re-Organization plan

Eiira Zamora
 Department Head
[Signature]
 Department of Human Resources

9/2/22
 Date
9/2/22
 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: 09/02/2022 Current Slot No.: 0118
 Department Name: Precinct 2 Current Position Title: _____ 78
 Department No.: 122 - 006 Requested Position Title: Mechanic I

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

SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 29,807.00</u>	SALARY REQUEST: <u>\$ 29,807.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 29,807.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Slot# T115 will expire on 09/11/22.

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)

Pct 2 Re-Organization Plan to manage department work load due to current Mechanic I being out on Military Leave.

Erika Zamora
 Department Head
[Signature]
 Department of Human Resources

9/2/22
 Date
9/2/22
 Date