



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: 09/06/2022 Current Slot No.: T251 - T256
 Department Name: Tax Office Current Position Title: _____
 Department No.: 140-001 Requested Position Title: see attached

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

SALARY REQUEST:	Current Budgeted Amount	\$ 37,440.00 Proposed Budgeted Amount	\$ 37,440.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
TOTAL BUDGETARY IMPACT:	\$ 37,440.00		

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>10/01/2022</u>	<u>12/31/2022</u>	<u>8:00 AM - 5:00 PM Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		<u>\$24,960.00</u>	Hourly Rate	<u>\$ 12.00</u>
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00</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)*

Requesting temporary assistance to relief overflow of calls for the Tax Office Call Center.

[Signature]

Department Head
 Department of Human Resources

9/14/2022

Date
 9/14/22
 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: _____ Tax Office _____

Department No.: _____ 140-001 _____

Position Information:

T251
T252
T253
T254
T255
T256

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Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Clerk I	\$0.00	\$6,240.00
TBD		Clerk I	\$0.00	\$6,240.00
TBD		Clerk I	\$0.00	\$6,240.00
TBD		Clerk I	\$0.00	\$6,240.00
TBD		Clerk I	\$0.00	\$6,240.00
TBD		Clerk I	\$0.00	\$6,240.00
		Total	\$0.00	\$37,440.00