



# 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: 09/23/2022 Current Slot No.: N/A 0002-0003  
 Department Name: TBD Current Position Title: N/A  
 Department No.: TBD Requested Position Title: PRE-TRIAL SERVICE COORDINATOR 28

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<u>0002</u> SALARY REQUEST:	\$ 0.00	\$ 29,807.00	\$ 29,807.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>0003</u> SALARY REQUEST:	\$ 29,807.00	\$ 29,807.00	\$ 29,807.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>		\$ 59,614.00	

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other OCA ARPA FUNDING AWARD

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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)

HIDALGO COUNTY IS AWARDED FUNDING FROM THE OFFICE OF COURT  
 ADMINISTRATION TO CREATE TWO PRE TRIAL SERVICE COORDINATOR  
 POSITIONS TO REDUCE THE FELONY BACKLOG CASES IN OUR JURISDICTION

Department Head [Signature]  
 Department of Human Resources

Date 09/23/2022  
9/26/22  
 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: 09/23/2022 Current Slot No.: N/A 0001  
 Department Name: TBD Current Position Title: N/A  
 Department No.: TBD Requested Position Title: MAGISTRATE

28

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 120,000.00</u>	<u>\$ 120,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 120,000.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other OCA ARPA FUNDING AWARD

**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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		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)**

HIDALGO COUNTY IS AWARDED FUNDING FROM THE OFFICE OF COURT ADMINISTRATION TO CREATE A MAGISTRATE POSITION TO REDUCE THE FELONY BACKLOG CASES IN OUR JURISDICTION

Department Head \_\_\_\_\_  
 Department of Human Resources

Date 09/23/2022  
9/26/22  
 Date