



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: 10/28/2022 Current Slot No.: TBD
 Department Name: County Judge - Public Affairs Current Position Title: Supervisor I - Grade 09
 Department No.: 110 Requested Position Title: Supervisor I - Grade 09

REQUEST FOR:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Other
SALARY REQUEST:	0	35,000	35,000	35,000
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	0	35,000	35,000	35,000
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00	\$ 7,943.00	\$ 7,943.00	\$ 0.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other AmeriCorps/VISTA

- 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>11/1/2022</u>	<u>01/14/2023</u>	<u>40 hours per week</u>	<u>40</u>	<u>11</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	\$35,000 <u>\$37,548.00</u>	Hourly Rate	<u>\$16.82</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>11</u>	<u>40</u>	<u>440</u>	<u>18.0519</u>	<u>\$7,943.00</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)

Hidalgo County has received a federal grant from AmeriCorps to launch a VISTA program locally. As part of the grant, AmeriCorps is providing \$35,000 for a supervisory position to oversee the VISTA program. While the current position expires on 01/14/2023, once a supervisor is hired, AmeriCorps will extend the grant to a second year and fund the position until 01/13/2024.

Department Head Carlos Sanchez Date 10/28/2022
 Department of Human Resources Date _____