



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: 11/02/2022 Current Slot No.: T001
 Department Name: Hurricane Preparedness Current Position Title: _____
 Department No.: 115-094 Requested Position Title: Truck Driver I

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

SALARY REQUEST:	<u>\$2,458.00</u> \$2,457.00	<u>\$2,458.00</u> \$2,457.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 2,457.00</u>	

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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>12/01/2022</u>	<u>12/31/2022</u>	<u>7 a.m. - 4 p.m.</u>	<u>40</u>	<u>5</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,555.00</u>		Hourly Rate <u>\$ 12.2861</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>5</u>	<u>40</u>	<u>200</u>	<u>\$ 12.2861</u>	<u>\$ 2,457.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Extension requested due to continued work preparation in the event of a natural disaster.

[Signature]
 Department Head
[Signature]
 Department of Human Resources

11/2/2022
 Date
11/8/22
 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: 11/02/2022 Current Slot No.: See Attached
 Department Name: Hurricane Preparedness Current Position Title: MAINTENANCE I
 Department No.: 115-094 Requested Position Title: Maintenance I

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

SALARY REQUEST:	\$ 9,748.00 + 7,314.00	\$ 9,748.00 + 7,314.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 9,748.00 + 7,314.00	

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>12/01/2022</u> Start Date	<u>12/31/2022</u> End Date	<u>7 a.m. - 4 p.m.</u> Work Schedule	<u>40</u> Hours per Week	<u>5</u> No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.1861</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>5</u>	<u>40</u>	<u>200</u>	<u>\$ 12.1861</u>	<u>\$ 2,437.00</u>
No. of Weeks x Hours per Week = Total Hours		x Hourly Rate =		Budgeted Salary

\$ 2,438.00 (x4) (x3) fy

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Extension requested due to continued work preparation in the event of a natural disaster.

[Signature]
 Department Head
[Signature]
 Department of Human Resources

11/2/2022
Date
11/8/22
Date



