



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: 11/28/2022 Current Slot No.: ~~0022~~ 0032
 Department Name: CSLFRF/ARPA Adm. Current Position Title: Deputy Emergency Management Coordinator II
 Department No.: 115-101 Requested Position Title: Deputy Emergency Management Coordinator II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other time limited

SALARY REQUEST:	\$ 0.00	\$ 52,106.00	\$ 52,106.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 52,106.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Fund 1290

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:**

01/01/2023	12/31/2023	M-F 8:00 AM - 5:00 PM	40	52
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$52,106.00	Hourly Rate	\$ 25.0510
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
52	40	2,080	\$ 25.0510	\$ 52,106.00
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 COVID-19 reponse. Position will end on 12/31/2023


 Department Head

 Department of Human Resources

11/28/22
 Date
 12/5/22
 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: 12/05/2022 Current Slot No.: 0021
 Department Name: CSLFRF/ARPA Admin. Current Position Title: Administrative Assistant IV
 Department No.: 115-101 Requested Position Title: Administrative Assistant IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend - time limited

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 41,363.00</u>	<u>\$ 41,363.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 41,363.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Fund 1290

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)

HIDALGO COUNTY COVID-19 RESPONSE. POSITION WILL END JUNE 30, 2023.

Department Head

 Department of Human Resources

12/06/2022
Date
12/7/22
Date