



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOV 15 2022

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 11/15/2022 Current Slot No.: See Attached
 Department Name: Elections Department Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

| | | | |
|--------------------------------|-------------------------|--------------------------|--------------|
| SALARY REQUEST: | \$ 0.00 | \$ 52,132.00 | \$ 52,132.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | \$ 52,132.00 | | |

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>01/01/2023</u> | <u>06/30/2023</u> | <u>M-F 8:00 a.m. - 5:00 p.m.</u> | <u>40</u> | <u>26</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary <u>26066.00</u> | | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate <u>\$ 12.537</u> | |
| <u>26</u> | <u>40</u> | <u>1,040.00</u> | <u>\$ 12.537</u> | <u>\$ 13,033.00</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)

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda Salinas
 Department Head

11/15/2022
 Date

[Signature]
 Department of Human Resources

12/7/22
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOV 15 2022

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 11/15/2022 Current Slot No.: See Attached
 Department Name: Elections Department Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

| | | | |
|--------------------------------|-------------------------|--------------------------|---------------|
| SALARY REQUEST: | \$ 0.00 | \$ 124,800.00 | \$ 124,800.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | \$ 124,800.00 | | |

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>01/01/2023</u> | <u>06/30/2023</u> | <u>M-F 8:00 a.m. - 5:00 p.m.</u> | <u>40</u> | <u>26</u> |
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary <u>24960</u> | | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | Hourly Rate <u>\$ 12.00</u> | |
| <u>26</u> | <u>40</u> | <u>1,040.00</u> | <u>\$ 12.00</u> | <u>\$ 12,480.00</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)*

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda Salinas
 Department Head
[Signature]
 Department of Human Resources

11/15/2022
 Date
12/5/22
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOV 15 2022

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Elections Department

Department No.: 130-001

Position Information:

T248
T249
T250
T251
T252
T253
T254
T255
T256
T257

| Slot No. | Current Position Title | Proposed Position Title | Current Budgeted Salary | Proposed Budgeted Salary |
|----------|------------------------|-------------------------|-------------------------|--------------------------|
| T248 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T249 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T250 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T251 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T252 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T253 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T254 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T255 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T256 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| T257 | TBD | Clerk I | \$0.00 | \$12,480.00 |
| | | | Total | \$124,800.00 |
| | | | | |
| | | | | |
| | | | | |