



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

DEC. 07 2022

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

Date: 11/29/2022 Current Slot No.: see attached
 Department Name: Tax Office Current Position Title: see attached
 Department No.: 140-001 Requested Position Title: see attached

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

SALARY REQUEST: \$ 0.00 \$ 37,440.00 \$ 37,440.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: \$ 37,440.00

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>03/31/2023</u>	<u>8:00 AM - 5:00 PM Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00</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)

Requesting temporary assistance to relief overflow of calls for the Tax Office Call Center

Department Head

11/29/2022
Date

Department of Human Resources

12/7/22
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

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

Department Name: _____ Tax Office

Department No.: _____ 140-001

Position Information:

18
T257
T258
T259
T260
T261
T262

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
251		Clerk I	\$0.00	\$6,240.00
252		Clerk I	\$0.00	\$6,240.00
253		Clerk I	\$0.00	\$6,240.00
254		Clerk I	\$0.00	\$6,240.00
255		Clerk I	\$0.00	\$6,240.00
256		Clerk I	\$0.00	\$6,240.00
		Total	\$0.00	\$37,440.00