



# 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: 12/08/2022 Current Slot No.: 0024  
 Department Name: Precinct 3 Current Position Title: Supervisor II  
 Department No.: 123 -005 ty Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other  Delete

<b>SALARY REQUEST:</b>	<del>\$43,796.00</del>	<del>\$43,796.00</del>
	<u>\$45,329.00</u>	<u>\$0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<del>-\$43,796.00</del>	<u>\$45,329.00</u>

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:

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary		
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
		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)*

Position currently vacant would like to delete the position 0024 from Supervisor II Grade 11 to create Supervisor I Grade 9

Department Head  
  
 Department of Human Resources

12/08/2022  
 Date  
12/8/22  
 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: 12/08/2022 Current Slot No.: 0128 (proposed) ts  
 Department Name: Precinct 3 Current Position Title: \_\_\_\_\_  
 Department No.: 123 - 005 Requested Position Title: \_\_\_\_\_ Supervisor: I space

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Create

<b>SALARY REQUEST:</b>	<u>\$ 37,548.00</u>	<u>\$ 0.00</u>	<u>-\$ 37,548.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 37,548.00</u>		

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:**

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)*

Position currently vacant would like to delete the position 0024 from Supervisor II Grade 11 to create Supervisor I Grade 9

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Department of Human Resources

12/08/2022  
 \_\_\_\_\_  
 Date

12/08/22  
 \_\_\_\_\_  
 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: 12/08/2022 Current Slot No.: 0085  
 Department Name: Precinct 3 Current Position Title: Equipment Operator IV 28  
 Department No.: 123-005 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other  Delete

<b>SALARY REQUEST:</b>	<u>\$ 47,300.00</u>	<u>-\$ 47,300.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
<b>SALARY REQUEST:</b>	_____	_____
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 47,300.00</u>	

**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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
			Annual Salary	
			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)*  
Deleted Equipemnt operator IV and creating Equipment Operator III  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

12/08/2022  
 Date  
12/8/22  
 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: 12/08/2022 Current Slot No.: -0085-0129 28  
 Department Name: Precinct 3 Current Position Title: \_\_\_\_\_  
 Department No.: 123-005 Requested Position Title: Equipment Operator III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Create

<b>SALARY REQUEST:</b>	<u>\$ 40,552.00</u>		<u>-\$ 40,552.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 40,552.00</u>		

**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:**

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)*  
Deleted Equipemnt operator IV and creating Equipment Operator III  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

12/08/2022  
 Date  
12/08/22  
 Date