



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: 06/07/2022 Current Slot No.: 0163-0164
 Department Name: Facilities Management Current Position Title: _____ 28
 Department No.: 220 661 Requested Position Title: Maintenance I

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

SALARY REQUEST:	<u>\$25,854.00</u>	<u>\$25,854.00</u>	<u>\$25,854.00</u>
	<u>\$25,347.00</u>	<u>\$25,347.00</u>	<u>\$25,347.00</u>
	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$25,854.00</u>	<u>\$25,854.00</u>	<u>\$25,854.00</u>
	<u>\$25,347.00</u>	<u>\$25,347.00</u>	<u>\$25,347.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$50,694.00</u>	<u>\$51,708.00</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)

Facilities Management requests the addition of Maintenance I staff to support maintenance activities. FM conducted a building inventory & accounted for approx 2M gsf of total facilities, mechanical and structural systems to maintain. In an effort to protect our investment, FM is requesting for staffing support in alignment to industry standards to provide adequate service and repairs to the facilities.

Oscar Villarreal 06/07/2022
 Department Head Date
[Signature] 12-14-22
 Department of Human Resources Date
 _____ Date
 Department of Budget & Management



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: 06/07/2022 Current Slot No.: 0165
 Department Name: Facilities Management Current Position Title: _____
 Department No.: 220-001 Requested Position Title: Carrier Courier 28

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

SALARY REQUEST:	<u>\$25,854.00</u> \$27,599.00	<u>\$25,854.00</u> \$27,599.00	<u>\$25,854.00</u> \$27,599.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$27,599.00</u>	<u>\$25,854.00</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)

With the opening of the County's new Courthouse comes the need to employ its Mail Room worker. This employee will also function as a carrier to deliver courthouse originated mail through the County, as well as operate labeling and folding equipment used in the mailing process.

Oscar Villarreal 06/07/2022
 Department Head Date

12-14-22
 Department of Human Resources Date

Department of Budget & Management 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: 06/07/2022 Current Slot No.: 0166
 Department Name: Facilities Management Current Position Title: _____
 Department No.: 220-001 Requested Position Title: Air Condition Technician II
~~HVAC Tech II~~

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<u>\$38,299.00</u> \$37,548.00	<u>\$38,299.00</u> \$37,548.00
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		\$ 0.00	\$ 0.00

TOTAL BUDGETARY IMPACT: ~~\$37,548.00~~ \$38,299.00

28

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 _____		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)*

Facilities Management requests the addition of HVAC Tech II staff to support maintenance activities. FM conducted a building inventory & accounted for approx 2M gsf of total facilities, mechanical and structural systems to maintain. In an effort to protect our investment, FM is requesting for staffing support in alignment to industry standards to provide adequate service and repairs to the facilities.

Oscar Villarreal
Department Head

06/07/2022
Date

[Signature]
Department of Human Resources

12-14-22
Date

Department of Budget & Management

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: 06/07/2022 Current Slot No.: 0167
 Department Name: Facilities Management Current Position Title: _____
 Department No.: 220 -001 Requested Position Title: Plumber II

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

SALARY REQUEST:	<u>\$41,363.00</u>	<u>\$41,363.00</u>
Current Budgeted Amount	<u>\$40,552.00</u>	<u>\$40,552.00</u>
	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$40,552.00</u>	<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 _____

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	
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Facilities Management requests the addition of Plumber II staff to support maintenance activities. FM conducted a building inventory & accounted for approx 2M gsf of total facilities, mechanical and structural systems to maintain. In an effort to protect our investment, FM is requesting for staffing support in alignment to industry standards to provide adequate service and repairs to the facilities.

Oscar Villarreal
 Department Head
 Department of Human Resources

06/07/2022
 Date
12-14-22
 Date

Department of Budget & Management

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: 06/07/2022 Current Slot No.: 0168
 Department Name: Facilities Management Current Position Title: _____
 Department No.: 220-001 Requested Position Title: Electrician III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$48,246.00</u> \$47,300.00	<u>\$48,246.00</u> \$47,300.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$47,300.00 \$48,246.00</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)

Facilities Management requests the addition of Electrician III staff to support maintenance activities. FM conducted a building inventory & accounted for approx 2M gsf of total facilities, mechanical and structural systems to maintain. In an effort to protect our investment, FM is requesting for staffing support in alignment to industry standards to provide adequate service and repairs to the facilities.

Oscar Villarreal Date: 06/07/2022
 Department Head
 _____ Date: 12/14/22
 Department of Human Resources
 _____ Date: _____
 Department of Budget & Management