



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: 01/09/2023 Current Slot No.: 0039
 Department Name: Precinct 3 Sanitation Current Position Title: Clerk III
 Department No.: 123 -001 kg Requested Position Title: _____

| | | | | | |
|-------------------------|---------------------------------------|--|--|---|------------------------|
| REQUEST FOR: | <input type="checkbox"/> New Position | <input type="checkbox"/> Temporary Position* | <input type="checkbox"/> Position Reclassification | <input checked="" type="checkbox"/> Other | Delete |
| SALARY REQUEST: | \$28,151.00 | \$27,599.00 | <u>\$28,151.00</u> | <u>\$27,599.00</u> | \$28,151.00 |
| | Current Budgeted Amount | | Proposed Budgeted Amount | | Net Change |
| SALARY REQUEST: | \$28,151.00 | \$27,599.00 | <u>\$28,151.00</u> | <u>\$27,599.00</u> | <u>\$ 0.00</u> |
| | Current Budgeted Amount | | Proposed Budgeted Amount | | Net Change |
| TOTAL BUDGETARY IMPACT: | \$28,151.00 | | | | <u>\$27,599.00</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 | 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 is no longer needed.

Department Head _____
 Department of Human Resources _____

01/09/2023
 Date _____
 1/10/23
 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: 01/09/2023 Current Slot No.: 0014
 Department Name: Precinct 3 Parks Current Position Title: Inventory Clerk
 Department No.: 123-008 Requested Position Title: _____

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

| | | | |
|--------------------------------|---------------------------------------|---------------------------------------|---|
| SALARY REQUEST: | \$34,767.00 \$35,462.00 | \$34,767.00 \$35,462.00 | Delete \$34,767.00 \$35,462.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | \$34,767.00 \$0.00 | \$34,767.00 \$0.00 | Delete \$34,767.00 \$0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | \$34,767.00 \$35,462.00 | \$34,767.00 \$35,462.00 | Delete \$34,767.00 \$35,462.00 |

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:**

| 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 is no longer needed.

Department Head

 Department of Human Resources

01/09/2023
 Date
 1/10/23
 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: 01/09/2023 Current Slot No.: 0054 (proposed)
 Department Name: Precinct 3 Sanitation Current Position Title: _____
 Department No.: 123 -001 Requested Position Title: Truck Driver I

| | | | | | |
|-------------------------|---------------------------------------|--|--|---|------------------------|
| REQUEST FOR: | <input type="checkbox"/> New Position | <input type="checkbox"/> Temporary Position* | <input type="checkbox"/> Position Reclassification | <input checked="" type="checkbox"/> Other | |
| | | | | Create | |
| SALARY REQUEST: | | | \$26,066.00 | \$26,066.00 | \$26,066.00 |
| | Current Budgeted Amount | | \$25,555.00 | Proposed Budgeted Amount | \$25,555.00 |
| | | | | Net Change | |
| SALARY REQUEST: | | | | \$ 0.00 | |
| | Current Budgeted Amount | | Proposed Budgeted Amount | Net Change | |
| TOTAL BUDGETARY IMPACT: | | \$26,066.00 | | | \$25,555.00 |

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 **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 | | 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)*

Position is needed to meet the needs of the precinct.

Department Head _____

 Department of Human Resources _____

01/09/2023
 Date _____
 1/10/23
 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: 01/09/2023 Current Slot No.: 0025 (proposed)
 Department Name: Precinct 3 Parks Current Position Title: _____
 Department No.: 123 -008 Requested Position Title: Maintenance IV

| | | | | | |
|-------------------------|---------------------------------------|--|--|---|------------------------|
| REQUEST FOR: | <input type="checkbox"/> New Position | <input type="checkbox"/> Temporary Position* | <input type="checkbox"/> Position Reclassification | <input checked="" type="checkbox"/> Other | |
| | | | | | Create |
| SALARY REQUEST: | | | \$38,299.00 | | \$38,299.00 |
| | Current Budgeted Amount | | \$37,548.00 | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | | | \$ 0.00 |
| | Current Budgeted Amount | | \$38,299.00 | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | | | \$37,548.00 | | |

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 **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 | 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 is needed to meet the needs of the Precinct

Department Head _____

 Department of Human Resources _____

01/09/2023
 Date _____
 1/10/23
 Date _____