



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: 01/11/2023 Current Slot No.: 0051
 Department Name: Pct.4 Rd.Maintenance Current Position Title: Equipment Operator II
 Department No.: 124-007 Requested Position Title: _____

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

<i>SALARY REQUEST:</i>	<u>\$ 35,984.00</u>	<u>\$ 0.00</u>	<u>-\$ 35,984.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
<i>SALARY REQUEST:</i>			<u>\$ 0.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
<i>TOTAL BUDGETARY IMPACT:</i>	<u>-\$ 35,984.00</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 PLSA: 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)

The Equipment Operator II position is no longer needed; the Maintenance I position is a position that would be most appropriate to meet the operating needs of the Pct. 4 Road and Bridge Department.

Ellie Torres
Department Head

1-11-23
Date

[Signature]
Department of Human Resources

1/11/23
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: 01/11/2023 Current Slot No.: ~~0119~~ 020 (proposed) kg
 Department Name: Pct.4 Rd.Maintenance Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Maintenance I

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

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

The Equipment Operator II position is no longer needed; the Maintenance I position is a position that would be most appropriate to meet the operating needs of the Pct. 4 Road and Bridge Department.

Eddie Bone
Department Head

1-11-23
Date

[Signature]
Department of Human Resources

1/11/23
Date