



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: 12/14/2022 Current Slot No.: TBD
 Department Name: Information Technology Current Position Title: Data Center Project Manager IV
 Department No.: 200 -001 Requested Position Title: ↳

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

SALARY REQUEST:	<u>\$ 60,776.00</u> Current Budgeted Amount	<u>\$ 60,776.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</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)

Requesting to create the Data Center Project Manager IV (Grade 15 Step 1) position due to changes being made within the department. This position will replace the Application Developer III position (Grade 16 Step 2) requested for deletion.

Daniel Salinas
Department Head

12/14/2022
Date

Department of Human Resources

1/13/23
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: 12/14/2022 Current Slot No.: 0039
 Department Name: Information Technology Current Position Title: Application Developer III
 Department No.: 200 -001 # 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	<input type="checkbox"/> Delete Position
SALARY REQUEST:	<u>\$65,638.00</u>	<u>\$66,604.00</u>	<u>\$0.00</u>	<u>\$65,638.00</u>	<u>\$0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change	Net Change
SALARY REQUEST:	_____	_____	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$65,638.00</u>	<u>\$0.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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 Application Developer III position (Grade 16 Step 2) is no longer required, and I am requesting to delete it and create a new position titled Data Center Project Manager IV (Grade 15 Step 1) due to changes being made within the department.

Daniel Salinas
 Department Head

12/14/2022
 Date

[Signature]
 Department of Human Resources

11/13/22
 Date