



# 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: 03/28/2023 Current Slot No.: 0016/0080  
 Department Name: Precinct 3 Current Position Title: Equipment Operator II  
 Department No.: 123-005 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
<u>0016</u> SALARY REQUEST:		<u>\$42,118.00</u> <u>\$35,462.00</u>	<u>\$</u> <u>\$ 0.00</u>		<u>\$42,118.00</u> <u>-\$35,462.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount		Net Change
<u>0080</u> SALARY REQUEST:		<u>\$36,703.00</u> <u>\$36,703.00</u>	<u>\$0.00</u> <u>\$0.00</u>		<u>\$0.00</u> <u>\$36,703.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount		Net Change
<b>TOTAL BUDGETARY IMPACT:</b>		<del>-\$35,462.00</del>	<u>\$78,821.00</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	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)*

Will be removing these positions as duties needed require a different position



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 Department Head  
  
 Department of Human Resources

03/28/2023  
 Date  
3/28/23  
 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: 03/28/2023 Current Slot No.: 0130, 0131  
 Department Name: Precinct 3 Current Position Title: Equipment Operator III  
 Department No.: 123-005 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other ~~Add~~ 28

SALARY REQUEST: \$ 0.00 \$ 41,363.00 \$ 41,363.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \$0.00 \$41,363.00 \$0.00 \$41,363.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$41,363.00 \$82,726.00

**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)**

Both Positions required to meet the needs of the precinct. Positions 0016 & 0080 have been removed.

  
 Department Head  
  
 Department of Human Resources

03/28/2023  
 Date  
3/28/23  
 Date