







# 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: 05/16/2023 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: See Attached

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Positions Extended

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$54,140.00</u>	<u>\$54,140.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$52,132.00</u>	<u>\$52,132.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$52,132.00</u>	<u>\$54,140.00</u>	<u>\$2,008.00</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:**

07/01/2023	12/31/2023	M-F 8:00 a.m.-5:00 p.m.	40	<del>26</del> 27.26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		26066.00	Hourly Rate	\$ 12.5317
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<del>26</del> 27.26	40	<del>1040.00</del> 1080.00	\$ 12.5317	<del>\$13,033.00</del> \$13,534.23 (X4)
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)**

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas  
 Department Head  
[Signature]  
 Department of Human Resources

5/16/2023  
 Date  
5/24/23  
 Date

