



# 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: 06/26/2023 Current Slot No.: 0016  
 Department Name: Hidalgo County Clerk's Office Current Position Title: \_\_\_\_\_  
 Department No.: 180-002 Requested Position Title: Supervisor III

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 52,106.00</u>	<u>\$ 52,106.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
 <b>SALARY REQUEST:</b>		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
 <b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 52,106.00</u>	

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other County Clerk Archive Account

**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)**

Re-Organizing internal department, due to retirement of Chief of Operations

\*\* There is no budgetary impact being that this will be funded by County Clerk Archive Account

**Annette C. Muniz, Chief Deputy**   
 Department Head  
 Department of Human Resources

06/26/2023  
Date  
7/3/23  
Date