



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: 7/21/2023 Current Slot No.: see attached
 Department Name: Precinct 3 Current Position Title: Maintenance I (4 positions)
 Department No.: 123-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$103416.00</u>	<u>0</u>	<u>-\$103416.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>0</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>-\$103416.00</u>			

28

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)

Delete Vacant Positions _____

Anibal Reséndez
 Department Head
 Department of Human Resources

July 24, 2023
 Date
7/24/23
 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: 7/21/2023 Current Slot No.: see attached
 Department Name: Precinct 3 Current Position Title: _____
 Department No.: 123-005 Requested Position Title: Maintenance II (4 positions)

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

SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		<u>\$ 112604.00</u>	<u>\$112604.00</u>
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			<u>0</u>
TOTAL BUDGETARY IMPACT:	<u>\$ 112604.00</u>		

28

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)

A salary adjustment is necessary to attract skilled and qualified candidates to Precinct 3. Offer is essential to retain individuals with the expertise and dedication needed to fulfill the responsibilities effectively. Additionally, the new Maintenance II roles will be essential to promote current individuals who have taken additional workload and/or responsibilities within Hidalgo County Precinct 3.

Aníbal Reséndez
 Department Head

 Department of Human Resources

July 24, 2023
 Date
7/24/23
 Date

