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: 07/18/2023 Current Slot No.: 0002

Department Name: Urban County Program Current Position Title: 78

Department No.: 250-004 Requested Position Title: Coordinator II

REQUEST FOR: ☑ New Position ☐ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$ 44,672.00	$ 44,672.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 44,672.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other also include future state grant funding

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)***

Coordinator II (Grant Position) is needed due to Urban County Program (UCP) having numerous state (term) grants. Currently, UCP has two (2) Texas Deprt. of Agriculture (TDA) and two (2) Texas General Land Office (GLO) grants. UCP anticipates providing technical assistance on five (5) future GLO Hidalgo County and City GLO infrasture grants.

Department Head — Date: 08/02/2023

Department of Human Resources — Date: 8/2/23