



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: 08/16/2023 Current Slot No.: see attached
 Department Name: Tax Office Current Position Title: see attached
 Department No.: 140 Requested Position Title: see attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 37,440.00</u>	<u>\$ 37,440.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 37,440.00</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:**

<u>10/01/2023</u>	<u>12/31/2023</u>	<u>8:00 AM - 5:00 PM Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00 (X6)</u>
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)

Requesting temporary assistance to relief overflow of calls for the Tax Office Call Center.

[Signature]

Department Head

[Signature]

Department of Human Resources

8/16/23

Date

8/16/23

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: _____ Tax Office _____

Department No.: _____ 140-001 _____

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T264	TBD	Clerk I	\$0.00	\$6,240.00
T265	TBD	Clerk I	\$0.00	\$6,240.00
T266	TBD	Clerk I	\$0.00	\$6,240.00
T267	TBD	Clerk I	\$0.00	\$6,240.00
T268	TBD	Clerk I	\$0.00	\$6,240.00
T269	TBD	Clerk I	\$0.00	\$6,240.00
		Total	\$0.00	\$37,440.00