



# 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: 08/28/2023 Current Slot No.: 0029  
 Department Name: CSA Current Position Title: Accounting Specialist  
 Department No.: 901-033 Requested Position Title: \_\_\_\_\_

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

SALARY REQUEST:	\$ 29,526.00	<u>40.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	-\$ 29,526.00
			Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
TOTAL BUDGETARY IMPACT:	-\$ 29,526.00		

**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 position for Accounting Specialist

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A. J. R. C. J.  
 Department Head  
[Signature]  
 Department of Human Resources

08/28/2023  
 Date  
8/31/23  
 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: 08/28/2023 Current Slot No.: 0116  
 Department Name: CSA Current Position Title: \_\_\_\_\_  
 Department No.: 901-033 Requested Position Title: Accounts Payable Specialist I

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

<b>SALARY REQUEST:</b>	\$ 30,403.00	\$ 30,403.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 30,403.00	

**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:**

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)*

This Accounting Specialist I position will be processing pledges payments and invoices, pay to all vendors in a timely matter. Communicate with vendors regarding pledges, payments and invoices. Answer questions regarding account balances and will scan, stamp, and file all documentation regarding payments.

  
 Department Head  
  
 Department of Human Resources

08/28/2023  
 Date  
8/31/23  
 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: 08/29/2023 Current Slot No.: 0117  
 Department Name: CSA Current Position Title: \_\_\_\_\_  
 Department No.: 901-033 Requested Position Title: Switchboard Operator

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

**SALARY REQUEST:**  
 Current Budgeted Amount: \_\_\_\_\_ Proposed Budgeted Amount: \$ 29,807.00 Net Change: \$ 29,807.00

**SALARY REQUEST:**  
 Current Budgeted Amount: \_\_\_\_\_ Proposed Budgeted Amount: \_\_\_\_\_ Net Change: \$ 0.00

**TOTAL BUDGETARY IMPACT:** \$ 29,807.00

**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:**

09/11/2023	12/31/2023	Monday - Friday 8:00am to 5:00pm	40	16
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		29807.00	Hourly Rate	\$ 14.33
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
16	40	640.00	\$ 14.33	\$ 9,171.20
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)

This position will be responsible for greeting clients via telephone in a riendly and courteous manner. Answer telephone, take messages and direct incoming callas instructed. Provide information to properly address clients calls for inforamtion and provide general information to the public. This position will also assist with general office/clerical requirements.

A. J. Rojas  
 Department Head  
[Signature]  
 Department of Human Resources

8/29/23  
 Date  
8/31/23  
 Date