



# 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: 09/14/2023 Current Slot No.: 0101  
 Department Name: CSA Current Position Title: Eligibility Worker I  
 Department No.: 901-033 Requested Position Title: \_\_\_\_\_

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

**SALARY REQUEST:** \$0.00 \$7,269.60 \$0.00 \$7,269.60  
 Current Budgeted Amount Proposed Budgeted Amount Net Change  
**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change  
**TOTAL BUDGETARY IMPACT:** \$0.00 \$7,269.60

**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:**

<u>10/01/2023</u>	<u>12/31/2023</u>	<u>8:00AM TO 5:00PM</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u>Annual Salary</u>		<u>29,090.00</u>	<u>Hourly Rate</u>	<u>\$ 13.98</u>
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>13</u>	<u>40</u>	<u>520.00</u>	<u>\$ 13.98</u>	<u>\$ 7,269.60</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)**

CSA was granted an extension on the Low Income Household Water Assistance Program (LIHWAP).  
An extension for this position is been requested to countinue and assist Hidalgo County families with  
their water bills.

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources

09/14/2023  
 Date  
9/20/23  
 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: 09/14/2023 Current Slot No.: 0049  
 Department Name: CSA Current Position Title: Eligibility Worker I  
 Department No.: 901-033 Requested Position Title: \_\_\_\_\_

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

*28*

SALARY REQUEST: \$0.00 \$7,269.60 \$0.00 \$7,269.60  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$0.00 \$7,269.60

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:

10/01/2023	12/31/2023	8:00AM TO 5:00PM	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		29,090.00	Hourly Rate	\$ 13.98
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
13	40	520.00	\$ 13.98	\$ 7,269.60
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

CSA was granted an extension on the Low Income Household Water Assistance Program (LIHWAP). An extension for this position is been requested to countinue and assist Hidalgo County families with their water bills.

AJR  
 Department Head  
 Date: 09/14/2023  
[Signature]  
 Department of Human Resources  
 Date: 9/14/23