



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: 10/04/2023 Current Slot No.: 0118
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Clerk III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:

	Current Budgeted Amount	\$ 31,211.00	
		Proposed Budgeted Amount	\$ 31,211.00
			Net Change

	Current Budgeted Amount	Proposed Budgeted Amount	
			\$ 0.00
			Net Change

TOTAL BUDGETARY IMPACT: \$ 31,211.00

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 Clerk III position will be perform complex clerical work in the cefs dept. Work involves compiling data, checking documents for accuracy and mantaning files. Will work under general supervision with moderate latitude for the use of initiative and independent judgment.

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

10/04/2023
 Date
10/10/23
 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: 10/04/2023 Current Slot No.: 0035
 Department Name: CSA Current Position Title: Data Entry Processing Clerk
 Department No.: 901-033 Requested Position Title: _____

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

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

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

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:**

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)*

Delete position for Data Entry Processing Clerk.

A. S. Rodriguez
 Department Head
[Signature]
 Department of Human Resources

10/04/2023
 Date
10/10/23
 Date