



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: 10/18/2023 Current Slot No.: 0063, 0064
 Department Name: County Clerk Current Position Title: Clerk I
 Department No.: 180-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 25,834.00</u>	<u>\$ 0.00</u>	<u>-\$ 25,834.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 25,834.00</u>	<u>\$ 0.00</u>	<u>-\$ 25,834.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 51,668.00</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 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 vacant positions

Annette C. Muñiz, Chief Deputy
 Department Head

10/24/2023
 Date

Department of Human Resources

10/24/23
 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: 10/18/2023 Current Slot No.: See attached
 Department Name: County Clerk Current Position Title: _____
 Department No.: 180-001 Requested Position Title: Deputy County Clerk II

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

SALARY REQUEST:	\$ 0.00	\$ 328,350.00	\$ 328,350.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 328,350.00		

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)

These positions are meant to recognize and reward employees who have successfully completed their training and have shown dedication towards their duties and responsibilities. These employees have developed skills to train new employees and can quickly adapt to changes brought about by new policies or laws that affect their daily work. Additionally, they are cross trained to assist in other areas.

Annette C. Muñoz, Chief Deputy
 Department Head
 Department of Human Resources

10/24/2023
 Date
 10/24/23
 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: County Clerk

Department No.: 180-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0088		Deputy County Clerk II	\$0.00	\$32,835.00
0089		Deputy County Clerk II	\$0.00	\$32,835.00
0090		Deputy County Clerk II	\$0.00	\$32,835.00
0091		Deputy County Clerk II	\$0.00	\$32,835.00
0092		Deputy County Clerk II	\$0.00	\$32,835.00
0093		Deputy County Clerk II	\$0.00	\$32,835.00
0094		Deputy County Clerk II	\$0.00	\$32,835.00
0095		Deputy County Clerk II	\$0.00	\$32,835.00
0096		Deputy County Clerk II	\$0.00	\$32,835.00
0097		Deputy County Clerk II	\$0.00	\$32,835.00
		Total:		\$328,350.00