



# 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: Deputy County Clerk I  
 Department No.: 180-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 290,799.00</u>	<u>\$ 0.00</u>	<u>-\$ 290,799.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 290,799.00</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:**

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 10 vacant positions

Annette C. Muñiz, 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
0030	Deputy County Clerk I		\$32,303.00	\$0.00
0032	Deputy County Clerk I		\$28,151.00	\$0.00
0042	Deputy County Clerk I		\$28,151.00	\$0.00
0044	Deputy County Clerk I		\$28,151.00	\$0.00
0047	Deputy County Clerk I		\$28,151.00	\$0.00
0048	Deputy County Clerk I		\$28,151.00	\$0.00
0052	Deputy County Clerk I		\$32,303.00	\$0.00
0074	Deputy County Clerk I		\$29,136.00	\$0.00
0075	Deputy County Clerk I		\$28,151.00	\$0.00
0082	Deputy County Clerk I		\$28,151.00	\$0.00
		Total:	-\$290,799.00	