



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: 11/20/2023 Current Slot No.: ~~TBD~~ 0001 kg
 Department Name: TBD ARPA Current Position Title: _____
 Department No.: 151-XXX 230 Requested Position Title: Equipment Operator III

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 21,510.00</u>	<u>\$ 21,510.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 21,510.00</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:**

<u>01/02/2024</u>	<u>07/02/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>43,020.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 20.68</u>	
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 20.68</u>	<u>\$ 21,510.00</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)

ARPA funding for new bike and hike project

Department Head 11/20/2023 Date

 Department of Human Resources 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: 11/20/2023 Current Slot No.: ~~TBD~~ 0002 kg
 Department Name: ~~TBD~~ ARPA Current Position Title: _____
 Department No.: 151-XXX 230 Requested Position Title: Equipment Operator II

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

SALARY REQUEST:	\$ 0.00	\$ 18,441.00	\$ 18,441.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 18,441.00		

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:

<u>01/02/2024</u>	<u>07/02/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>36,882.00</u>		Hourly Rate <u>\$ 17.73</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 17.73</u>	<u>\$ 18,441.00</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)

ARPA funding for new bike and hike project

Department Head 11/20/2023 Date

 Department of Human Resources 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: 11/20/2023 Current Slot No.: TBD 0003 fz
 Department Name: TBD ARPA Current Position Title: _____
 Department No.: 151-XXX 230 Requested Position Title: Truck Driver III

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 18,441.00</u>	<u>\$ 18,441.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 18,441.00</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

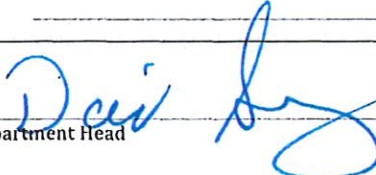
CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

* TEMPORARY POSITIONS:

<u>01/02/2024</u>	<u>07/02/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>36,882.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 17.73</u>	
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 17.73</u>	<u>\$ 18,441.00</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)

ARPA funding for new bike and hike project

 Department Head 11/20/2023 Date

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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 11/20/2023 Current Slot No.: TBD 0004-0006 kg
 Department Name: TBD ARPA Current Position Title: _____
 Department No.: 151-XXX 230 Requested Position Title: Maintenance II (3 positions see attached)

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 43,917.00</u>	<u>\$ 43,917.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 43,917.00</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:**

<u>01/02/2024</u>	<u>07/02/2024</u>	<u>Monday - Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>29,278.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate <u>\$ 14.08</u>
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 14.08</u>	<u>\$ 14,639.00</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)

ARPA funding for new bike and hike project

_____ 11/20/2023
 Department Head Date

 Department of Human Resources Date

