



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: 12/04/2023 Current Slot No.: 0016
 Department Name: CSLFRF/ARPA Current Position Title: Supervisor I
 Department No.: 115-249 Requested Position Title: Supervisor I 28

REQUEST FOR: New Position Temporary Position* Position Reclassification Other 28

SALARY REQUEST:	<u>\$ 38,299.00</u> Current Budgeted Amount	<u>\$39,833.00</u> \$ 38,299.00 Proposed Budgeted Amount	<u>\$1,534.00</u> \$ 0.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$0.00 <u>\$1,534.00</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)*

Requesting positions for an additional year through 12/31/2024.

Dairen S Rangel Dairen Rangel
 Department Head Date: 12/04/2023
[Signature] Date: 12/15/23
 Department of Human Resources



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: 12/04/2023 Current Slot No.: (see attached)
 Department Name: CSLRFR/ARPA Current Position Title: Clerk I
 Department No.: 115-249 Requested Position Title: Clerk I

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

SALARY REQUEST:	<u>\$ 177,342.00</u>	<u>\$ 189,280.00</u>	<u>\$ 11,938.00</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>\$ 11,938.00</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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
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)*

Requesting positions for an additional year through 12/31/2024.

Dairen S Rangel Dairen S Rangel
 Department Head

 Department of Human Resources

12/05/2023
 Date
12/16/23
 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: CSLFRF/ARPA

Department No.: 115-249

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0003	Clerk I	Same	\$24,960.00	\$27,040.00
0006	Clerk I	Same	\$24,960.00	\$27,040.00
0012	Clerk I	Same	\$24,960.00	\$27,040.00
0014	Clerk I	Same	\$24,960.00	\$27,040.00
0002	Clerk I	Same	\$25,834.00	\$27,040.00
0007	Clerk I	Same	\$25,834.00	\$27,040.00
0015	Clerk I	Same	\$25,834.00	\$27,040.00