



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: 10/27/2023 Current Slot No.: See Attached
 Department Name: Elections Department Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 135,200.00</u>	<u>\$ 135,200.00</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>\$ 135,200.00</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>01/01/2024</u>	<u>06/30/2024</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>27040.00</u>		Hourly Rate <u>\$ 13.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040.00</u>	<u>\$ 13.00</u>	<u>\$ 13,520.00 (x10)</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)

Request positions to be created to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas
 Department Head

10/27/2023
 Date

[Signature]
 Department of Human Resources

12/5/23
 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: Elections Department

Department No.: 130-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T248	TBD	Clerk I	\$0.00	\$13,520.00
T249	TBD	Clerk I	\$0.00	\$13,520.00
T250	TBD	Clerk I	\$0.00	\$13,520.00
T251	TBD	Clerk I	\$0.00	\$13,520.00
T252	TBD	Clerk I	\$0.00	\$13,520.00
T253	TBD	Clerk I	\$0.00	\$13,520.00
T254	TBD	Clerk I	\$0.00	\$13,520.00
T255	TBD	Clerk I	\$0.00	\$13,520.00
T256	TBD	Clerk I	\$0.00	\$13,520.00
T257	TBD	Clerk I	\$0.00	\$13,520.00
		Total		\$135,200.00



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 10/27/2023 Current Slot No.: See Attached
 Department Name: Elections Department Current Position Title: See Attached
 Department No.: 130-001 Requested Position Title: See Attached

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: <u>\$ 0.00</u>	<u>\$56,116.00</u> \$56,115.88	<u>\$56,116.00</u> \$56,115.88
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>\$56,116.00</u> \$56,115.88		

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>01/01/2024</u>	<u>06/30/2024</u>	<u>M-F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>28,058.00</u>		Hourly Rate <u>\$13.49</u>	<u>13.4894</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040.00</u>	<u>\$ 13.49</u>	<u>\$ 14,028.98 (X4)</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)*

Request positions to be created to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas
 Department Head

[Signature]
 Department of Human Resources

10/27/2023
 Date

12/5/23
 Date

