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: 12/14/2023

Current Slot No.: see attached

Department Name: District Clerk

Current Position Title:

Department No.: 090-001

Requested Position Title: see attached

REQUEST FOR: ☑ New Position ☐ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$ 333,814.00	$ 333,814.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 333,814.00

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 ☐ 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)***

Adjustments are required to reflect the personnel changes approved during the budget process and adopted for the 2024 budget. Those approved positions include the follwoing: Deputy District Clerk II (x9) and a Deputy District Clerk III.

Department Head — Date: 12/15/2023

Department of Human Resources — Date: 12/15/23

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: District Clerk

Department No.: 090-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0089		Deputy District Clerk III		$38,299.00
0090		Deputy District Clerk II		$32,835.00
0091		Deputy District Clerk II		$32,835.00
0092		Deputy District Clerk II		$32,835.00
0093		Deputy District Clerk II		$32,835.00
0094		Deputy District Clerk II		$32,835.00
0095		Deputy District Clerk II		$32,835.00
0096		Deputy District Clerk II		$32,835.00
0097		Deputy District Clerk II		$32,835.00
0098		Deputy District Clerk II		$32,835.00
			Total:	$333,814.00