





# 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: 01/03/2024 Current Slot No.: ~~0026~~ 0028 28  
 Department Name: Planning Department Current Position Title: \_\_\_\_\_  
 Department No.: 210-001 Requested Position Title: Planning Inspector II

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

|  |                          |              |
|--|--------------------------|--------------|
| <b>SALARY REQUEST:</b> _____                       | \$ 31,620.00             | \$ 31,620.00 |
| Current Budgeted Amount                            | Proposed Budgeted Amount | Net Change   |
| <b>SALARY REQUEST:</b> _____                       |                          | \$ 0.00      |
| Current Budgeted Amount                            | Proposed Budgeted Amount | Net Change   |
| <b>TOTAL BUDGETARY IMPACT:</b> <u>\$ 31,620.00</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)**

We have seen a substantial growth in building permits and subdivision development.  
Now that the department has the office space to grow into, we would like to open this position

*[Signature]*  
 Department Head 1/3/24  
Date

*[Signature]*  
 Department of Human Resources 1/3/24  
Date