



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: 05/13/2024 Current Slot No.: 0018
 Department Name: Constable Pct. 1 Current Position Title: ~~Deputy Constable~~ 28
 Department No.: 291-001 Requested Position Title: Deputy Constable

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$0.00 \$50,410.00	\$50,410.00	
	Current Budgeted Amount	Proposed Budgeted Amount	\$ 50,410.00 Net Change
SALARY REQUEST:			\$ 0.00 Net Change
	Current Budgeted Amount	Proposed Budgeted Amount	
TOTAL BUDGETARY IMPACT:	\$ 50,410.00		

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:**

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)

Position requested to replace deputies on special assignments including task force Deputy for HSI and HIDTA Task Force, Deputy assignment illegal dumping Investigations. These assignments require the deputy to report to directly to there assigned locations and leaves our office short of man power to perform our main assignment of civil process.

Joe F. Espinosa
 Department Head Date: 05/13/2024

 Department of Human Resources Date: 5/13/24

Department of Budget & Management Date: _____