







# 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: 05/22/2024 Current Slot No.: 0038  
 Department Name: Hidalgo County Pct. 1 Current Position Title: \_\_\_\_\_  
 Department No.: 121-004 Requested Position Title: ASST. CHIEF ADMINISTRATOR II

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 85,996.00</u>      | <u>\$ 85,996.00</u> |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>           | <u>\$ 0.00</u>      |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 85,996.00</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)**

This position is needed to assist the Commissioner and Chief Administrator with the overall operation of the Precinct.

\_\_\_\_\_  
 Department Head  
 \_\_\_\_\_  
 Department of Human Resources

5/24/2024  
 Date  
5/24/24  
 Date



# 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: 05/24/2024 Current Slot No.: See Attached  
 Department Name: Hidalgo County Pct. 1 Current Position Title: See Attached  
 Department No.: 121-005 Requested Position Title: \_\_\_\_\_

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

|                                |                         |                          |                      |
|--------------------------------|-------------------------|--------------------------|----------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 109,180.00</u>     | <u>\$ 109,180.00</u> |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>          | <u>\$ 0.00</u>           | <u>\$ 0.00</u>       |
|                                | Current Budgeted Amount | Proposed Budgeted Amount | Net Change           |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 109,180.00</u>    |                          |                      |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Funds from deleted positions

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   |          | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate |                | 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)*

Creating new positions due to restructuring personnel. Funds from deleted positions.

[Signature]  
 Department Head

[Signature]  
 Department of Human Resources

5/24/2024  
 Date

5/24/24  
 Date





# 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: 05/22/2024 Current Slot No.: 0188  
 Department Name: Hidalgo County Pct. 1 Current Position Title: \_\_\_\_\_  
 Department No.: 121-005 Requested Position Title: Coordinator II

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 46,462.00</u>      | <u>\$ 46,462.00</u> |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         |                          | <u>\$ 0.00</u>      |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 46,462.00</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

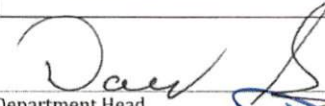
**CIVIL SERVICE:**  Exempt **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt


**\* TEMPORARY POSITIONS:**

|   |                 |                      |                       |                     |
|---|-----------------|----------------------|-----------------------|---------------------|
| <u>Start Date</u>   | <u>End Date</u> | <u>Work Schedule</u> | <u>Hours per Week</u> | <u>No. of Weeks</u> |
| 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)*

This position is needed to assist the department's high demand of work load.

  
 Department Head

  
 Department of Human Resources

5/24/2024  
 Date

5/24/24  
 Date