



# 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: 06/03/2024 Current Slot No.: 0017  
 Department Name: Hidalgo County Pct. 1 Current Position Title: Program Manager III  
 Department No.: 121-004 Requested Position Title: \_\_\_\_\_

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

SALARY REQUEST:	<u>\$ 76,308.00</u>	<u>-\$ 76,308.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
SALARY REQUEST:	<u>                    </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 76,308.00</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

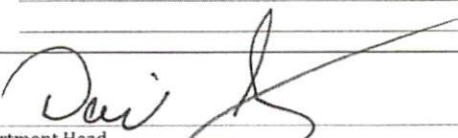

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* 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 no longer needed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

  
 Department Head  
  
 Department of Human Resources

6/3/24  
 Date  
6/4/24  
 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: 06/03/2024 Current Slot No.: 0150  
 Department Name: Hidalgo County Pct. 1 Current Position Title: Buyer I  
 Department No.: 121-005 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 36,582.00</u>		
	Current Budgeted Amount	Proposed Budgeted Amount	-\$ 36,582.00
			Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 36,582.00</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 _____		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)**

Position is no longer needed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head  
  
 Department of Human Resources

6/3/24  
 Date  
6/4/24  
 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: 06/03/2024 Current Slot No.: TBD T039  
 Department Name: Hidalgo County Pct. 1 Current Position Title: \_\_\_\_\_  
 Department No.: 121-004 Requested Position Title: Administrative Assistant I

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

<b>SALARY REQUEST:</b>	\$ 5,936.00	\$ 5,936.00
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>\$ 5,936.00</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>06/17/2024</u>	<u>08/31/2024</u>	<u>8 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>11</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>11</u>	<u>40</u>	<u>440.00</u>	<u>\$13.49</u> <u>\$13.4894</u>	<u>\$5,936.00</u> <u>\$5,935.3360</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)**

This position is needed to assist temporarily with the department's workload.

  
 Department Head  
  
 Department of Human Resources

6/3/24  
 Date  
6/14/24  
 Date