



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: 06/12/2024 Current Slot No.: 0001
 Department Name: Hidalgo County Constable Pct 4 Current Position Title: Deputy Constable 28
 Department No.: 294-023 Requested Position Title: Deputy Constable

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

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

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Appraisal District

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 _____		x Hourly Rate = _____		Budgeted Salary _____

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Deputy will be assigned to the Appraisal District to increase the safety and security for the district and the citizens of Hidalgo County. The Deputy assigned shall be empowered to enforce the laws of the State of Texas, and shall remain and be treated as an employee of the County of Hidalgo. Deputy shall be subject to all applicable personal policies of the County and Participating Law Enforcement agency.

A. "JR" Gaitan
 Department Head

 Department of Human Resources

06/12/2024
Date
6/13/24
Date