



# 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: 07/31/2024 Current Slot No.: 0001  
 Department Name: Urban County Current Position Title: \_\_\_\_\_  
 Department No.: 250-006 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 Drainage 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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
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 will assist Hidalgo County, the Cities of Mercedes, Progreso and La Villa with their General Land Office (GLO) 2018 and 2019 Disaster CDBG-DR Grants. This position will assist with technical assistance, oversight and some procedural processes as per MOU approved December 2023 by Commissioner's Court. Time Limited position funded from 8/05/24 - 7/31/26

Maura Panza  
 Department Head  
[Signature]  
 Department of Human Resources

7/31/24  
 Date  
7/31/24  
 Date