



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.: See attached
 Department Name: ARPA-24 Current Position Title: See attached
 Department No.: 115-230 Requested Position Title: See attached

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change to time limited status ^{OR}

SALARY REQUEST:	\$ 102,309.00	\$ 204,618.00	\$ 102,309.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 102,309.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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)*

Positions to be converted to time limited status. Positions will be contingent on grant funding availability.

Department Head

 Department of Human Resources

Date 8/11/2024
 Date 8/16/24



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: _____ ARPA _____

Department No.: _____ 115-230 _____

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001	Equipment Operator III	Equipment Operator III	\$21,510.00	\$43,020.00
0002	Equipment Operator II	Equipment Operator II	\$18,441.00	\$36,882.00
0003	Truck Driver III	Truck Driver III	\$18,441.00	\$36,882.00
0004	Maintenance II	Maintenance II	\$14,639.00	\$29,78.00
0005	Maintenance II	Maintenance II	\$14,639.00	\$29,78.00
0006	Maintenance II	Maintenance II	\$14,639.00	\$29,78.00
		Total	\$102,309.00	\$204,618.00



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 07/31/2024 Current Slot No.: 0001 A040 28
 Department Name: Pct. 1 Road Admin. Current Position Title: _____
 Department No.: 121-004 Requested Position Title: Coordinator IV

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 1,500.00</u>	<u>\$ 3,000.00</u>	<u>\$ 1,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 1,500.00

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
 Non-Exempt
FLSA:
 Exempt
 Non-Exempt

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

Supplemental allowance needed in order to meet the desired salary due to level of responsibilities and skills required to take the lead with the position. Effective August 6, 2024 until funds exhaust

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Convert to time limited status

 Department Head

 Department of Human Resources

8/1/2024

 Date

8/16/24

 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: 07/31/2024 Current Slot No.: 0001
 Department Name: ARPA-24 Current Position Title: Coordinator IV 28
 Department No.: 115-358 Requested Position Title: Coordinator IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change to time limited status (2)

SALARY REQUEST:	<u>\$ 31,616.00</u>	<u>\$ 63,210.00</u>	<u>\$ 31,594.00</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>\$ 31,594.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA Grant

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

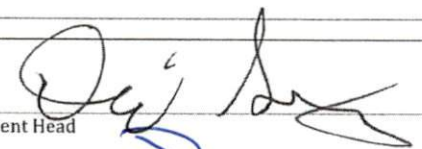
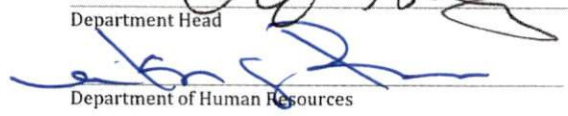
CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

*** 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)

Requesting to convert position to time limited status. This position will be contingent on grant funding availability.


 Department Head

 Department of Human Resources

8/1/24
 Date
8/6/24
 Date