



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: 09/11/2024 Current Slot No.: 0022
 Department Name: Hidalgo County Precinct 4 Current Position Title: Equipment Operator II
 Department No.: 124-007 Requested Position Title: _____

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

SALARY REQUEST: \$ 38,173.00 Current Budgeted Amount Proposed Budgeted Amount -\$ 38,173.00
 Net Change

SALARY REQUEST: Current Budgeted Amount Proposed Budgeted Amount \$ 0.00
 Net Change

TOTAL BUDGETARY IMPACT: -\$ 38,173.00

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

*** 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)

The Equipment Operator II position is no longer needed; the Equipment Operator I position is a position that would be most appropriate to meet the operating needs of the Pct. 4 Road and Bridge Department.

Department Head

 Department of Human Resources

9/11/24
 Date
9/11/24
 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: 09/11/2024 Current Slot No.: 0124
 Department Name: Hidalgo County Precinct 4 Current Position Title: _____
 Department No.: 124-007 Requested Position Title: Equipment Operator I

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

SALARY REQUEST:	<u>\$ 31,620.00</u>	<u>\$ 31,620.00</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>\$ 31,620.00</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:**

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)

The Equipment Operator I position is a position that would be most appropriate to mee the operating

Ellie Jones
 Department Head
[Signature]
 Department of Human Resources

9/11/24
 Date
9/11/24
 Date