



# 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: 09/25/2024 Current Slot No.: TBD T530 - T534 28  
 Department Name: Sheriff's Office Current Position Title: \_\_\_\_\_  
 Department No.: 280 Requested Position Title: DETENTION OFFICER

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

<b>SALARY REQUEST:</b>	<u>\$95,315.00</u> <del>\$9,532.00</del>	<u>\$95,315.00</u> <del>\$0.00 \$9,532.00</del>
	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>	<del>\$0.00</del> <u>\$9,532.00</u> <u>\$95,315.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fundings from Long Term Military, FMLA, etc.

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: 4/07/25

10/07/2024	<u>12/31/2024</u>	varies	40	<u>13-26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>38125</u>		Hourly Rate <u>\$ 18.33293</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>3293</u>	<u>\$ 19,062.47</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
<u>13</u>		<u>520</u>	<u>\$ 18.33</u>	<u>\$ 9,531.24 (x5)</u>

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

Fundings from Long Term Military, FMLA, etc.  
Please see attached for five (5) Temporary Detention Officer Positions

Department Head \_\_\_\_\_  
 Department of Human Resources \_\_\_\_\_

Date 9/26/24  
 Date 9/26/24



# 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: \_\_\_\_\_ 280 \_\_\_\_\_

Department No.: \_\_\_\_\_ SHERIFF'S OFFICE \_\_\_\_\_

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T522 530		DETENTION OFFICER	\$0.00	\$38,125.00
T523 531		DETENTION OFFICER	\$0.00	\$38,125.00
T524 532		DETENTION OFFICER	\$0.00	\$38,125.00
T525 533		DETENTION OFFICER	\$0.00	\$38,125.00
T526 534		DETENTION OFFICER	\$0.00	\$38,125.00

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