



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: 11/13/2024 Current Slot No.: 0068
 Department Name: Precinct 2 Current Position Title: Athletic Trainer
 Department No.: 122 - 008 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Part time to Full time

SALARY REQUEST: <u>\$ 39,833.00</u>	<u>\$ 39,833.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 0.00

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 **FLSA:** Exempt
 Non-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)*

Requesting to change employee type from regular part time to regular full time position in order to assist current staff with daily department workload.

Erica Zanora
 Department Head

11-19-24
 Date

[Signature]
 Department of Human Resources

11/21/24
 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: 11/19/2024 Current Slot No.: 0035
 Department Name: Precinct 2 Current Position Title: Maintenance III
 Department No.: 122 - 006 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Delete
SALARY REQUEST:	<u>\$34,150.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>-\$37,862.00</u> Net Change	<u>-\$34,150.00</u> Net Change
SALARY REQUEST:	<u>\$0.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change	<u>\$0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$34,150.00</u>	<u>-\$37,862.00</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:**

<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>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<small>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</small>				

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

Erika Zamora
 Department Head

[Signature]
 Department of Human Resources

11-19-24
 Date

11/21/24
 Date