



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: 11/07/2024 Current Slot No.: 0013 & 0016
 Department Name: Commissioner Precinct 3 Current Position Title: Maintenance I
 Department No.: 123-001 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	
SALARY REQUEST:	\$55,660.00 \$29,221.00	\$ 0.00	\$ 0.00	-\$29,221.00	-\$55,660.00
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change	
SALARY REQUEST:	\$ 0.00	\$0.00		-\$29,221.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount		Net Change	
TOTAL BUDGETARY IMPACT: -\$55,660.00 -\$58,442.00					

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>
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)

These positions are no longer needed.

[Signature]
Department Head

11/07/2024
Date

[Signature]
Department of Human Resources

11/21/24
Date

Department of Budget & Management

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: 11/07/2024 Current Slot No.: TBD 0061 - 0062
 Department Name: Commissioner Precinct 3 Current Position Title: _____
 Department No.: 123-001 Requested Position Title: Maintenance II - 2 Positions

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$30,741.00</u> \$ 58,556.00	<u>\$30,741.00</u> \$ 58,556.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$30,741.00</u>	<u>\$30,741.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$58,556.00 <u>\$61,482.00</u>		<u>28</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds 28
 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)

These positions are needed to better serve the sanitation department

Department Head

11/07/2024
Date

Department of Human Resources

11/21/24
Date

Department of Budget & Management

Date