



# 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: 11/12/2024 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: See Attached

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 143,750.00</u>	<u>\$ 143,750.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 143,750.00</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>01/01/2025</u>	<u>06/30/2025</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	<u>28,749.00</u>		Hourly Rate	<u>\$ 13.82<sup>16</sup></u>
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			
<u>26</u>	<u>x</u>	<u>40</u>	<u>=</u>	<u>1040</u>
No. of Weeks		Hours per Week		Total Hours
			<u>x</u>	<u>\$ 13.82<sup>16</sup></u>
				<u>=</u>
				<u>\$ 14,374.50 (x10)</u>
				Budgeted Salary

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

Request positions to be created to assist with the preparation and execution of procedures prior, during, and post elections.

\_\_\_\_\_

\_\_\_\_\_

Hilda A. Salinas  
 Department Head

[Signature]  
 Department of Human Resources

11/12/2024  
 Date

12/4/24  
 Date

RECEIVED

NOV 12 2024

DEPARTMENT OF HUMAN RESOURCES



# 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: Elections Department

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T262		Clerk I	\$0.00	\$14,375.00
T263		Clerk I	\$0.00	\$14,375.00
T264		Clerk I	\$0.00	\$14,375.00
T265		Clerk I	\$0.00	\$14,375.00
T266		Clerk I	\$0.00	\$14,375.00
T267		Clerk I	\$0.00	\$14,375.00
T268		Clerk I	\$0.00	\$14,375.00
T269		Clerk I	\$0.00	\$14,375.00
T270		Clerk I	\$0.00	\$14,375.00
T271		Clerk I	\$0.00	\$14,375.00
			Total	\$143,750.00

RECEIVED

NOV 12 2024

DEPARTMENT OF  
HUMAN RESOURCES



# 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: 11/12/2024 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: See Attached

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 58,924.00</u>	<u>\$ 58,924.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 58,924.00</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  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>01/01/2025</u>	<u>06/30/2025</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>29,460.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 14.16<del>3</del></u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 14.16<del>3</del></u>	<u>\$ 14,730.00 (44)</u>
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)**

Request positions to be created to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas  
 Department Head

11/12/2024  
 Date

[Signature]  
 Department of Human Resources

12-4-24  
 Date



