



# 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: 12/03/2024 Current Slot No.: T279 - T284  
 Department Name: Tax Office Current Position Title: see attached  
 Department No.: 140-001 Requested Position Title: see attached

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

<b>SALARY REQUEST:</b>	<u>\$ 43,128.00</u>	<u>\$ 43,128.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 43,128.00</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>03/31/2025</u>	<u>8:00 AM - 5:00 PM Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$28,749.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
		Hourly Rate <u>\$ 13.82</u>		
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 13.82</u>	<u>\$ 7,187.23</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)**


Requesting temporary assistance to relief overflow of calls for the Tax Office Call Center.

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\_\_\_\_\_

\_\_\_\_\_

  
 \_\_\_\_\_  
 Department Head

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

\_\_\_\_\_  
 Date

12/4/24  
 Date



# 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: Tax Office

Department No.: 140-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T279		Clerk I	\$0.00	\$7,188.00
T280		Clerk I	\$0.00	\$7,188.00
T281		Clerk I	\$0.00	\$7,188.00
T282		Clerk I	\$0.00	\$7,188.00
T283		Clerk I	\$0.00	\$7,188.00
T284		Clerk I	\$0.00	\$7,188.00
		Total	\$0.00	\$43,128.00