



# 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: 12/06/2024 Current Slot No.: TBD  
 Department Name: Sheriff's Office Current Position Title: \_\_\_\_\_  
 Department No.: 280 Requested Position Title: Please see attached.

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

<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00
			Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 0.00		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Funds from MVCPA Task Grant

**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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

To create two (2) Deputy Sheriff, one (1) Sergeant & one (1) Administrative Assistant III  
positions from MVCPA Task Grant Funds.  
Please see attached.

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

12/6/24  
 Date  
12-13-24  
 Date

