



# 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: 12/27/2024 Current Slot No.: See Attached  
 Department Name: Commissioner Pct. 3 Current Position Title: See Attached  
 Department No.: 123-005 Requested Position Title: see attached

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	
		<u>\$ 61,482</u>			<u>- \$ 61,482</u>
SALARY REQUEST:	<u>\$ 58,556.00</u>		Proposed Budgeted Amount		<u>- \$ 58,556.00</u>
	Current Budgeted Amount				Net Change
SALARY REQUEST:			Proposed Budgeted Amount		\$ 0.00
	Current Budgeted Amount				Net Change
TOTAL BUDGETARY IMPACT:	<u>- \$ 61,482</u>				<u>- \$ 58,556.00</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>		
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*  
Precinct 3 Re-Organization Plan. Positions no longer needed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anibal Resendez  
 Department Head

12/27/2024  
 Date

[Signature]  
 Department of Human Resources

1-2-25  
 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: 12/27/2024 Current Slot No.: \_\_\_\_\_  
 Department Name: Commissioner Pct. 3 Current Position Title: \_\_\_\_\_  
 Department No.: 123-005 Requested Position Title: Administrative Assistant IV

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

<b>SALARY REQUEST:</b>	<u>\$ 45,168.00</u>	<u>\$ 45,168.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 45,168.00</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:**

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)*

Precinct 3 Administrative Assistant IV is needed to provide support for call-in take with nuisance and abatement program, provide mapping and documentation photograph with still and aerial cameras, assist with leave request, FMLA, HR reports, fixed asset inventory and all other assignments.

Anibal Resendez  
 Department Head

[Signature]  
 Department of Human Resources

12/27/2024  
 Date

1-2-25  
 Date

