



# 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: 01/15/2025 Current Slot No.: 0142  
 Department Name: Facilities Management Current Position Title: Maintenance II  
 Department No.: 220 - 001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$ 30,741.00</u>	<u>\$ 0.00</u>	<u>-\$ 30,741.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 30,741.00</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 _____		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Facilities Management requests the reclassification of a Maintenance II position to an Inventory Specialist I in order to have the ability to attract adequate candidates for this position.  
 The Facilities Management warehouse has grown with the recent move to our new space and we are in need of a well versed and knowledgeable individual in this field.

Oscar Rene Villaveal  
 Department Head

01/15/2025  
 Date

[Signature]  
 Department of Human Resources

1/15/25  
 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: 01/15/2025 Current Slot No.: 0175  
 Department Name: Facilities Management Current Position Title: \_\_\_\_\_  
 Department No.: 220 Requested Position Title: Inventory Specialist I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 29,460.00</u>	<u>\$ 29,460.00</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>\$ 29,460.00</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)**

Facilities Management requests the reclassification of a Maintenance II position to an Inventory Specialist I in order to have the ability to attract adequate candidates for this position.

The Facilities Management warehouse has grown with the recent move to our new space and we are in need of a well versed and knowledgeable individual in this field.

Oscar Rene Villanueva  
 Department Head

01/15/2025  
 Date

[Signature]  
 Department of Human Resources

1/15/25  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### POSITION TITLE CHANGE ONLY REQUEST FORM

**NOTE:** Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 01/09/2025

Employee Name: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Department Name: Facilities Management

Department No.: 220

Current Position Title: Maintenance II  
Slot # 0080

Requested Position Title: Groundskeeper II

**EXPLANATION OF TITLE CHANGE:** *(Briefly explain why the title change is needed)*

Currently, Hidalgo County Facilities Management's Groundskeepers are being recruited, selected and  
hired under the Maintenance I position posting which makes it difficult to attract and retain candidates  
that have the willingness to work in harsh environment and meet the level of expertise, knowledge and  
skill-set required for the groundsman trade.

**DEPARTMENT OF HUMAN RESOURCES:** *(Recommendations)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)*

Oscar Rene Ullaurca

Elected Official / Department Head

01/09/2025

Date