



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: 01/22/2025 Current Slot No.: 0009
 Department Name: PROBATE COURT Current Position Title: BAILIFF
 Department No.: 023-061 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other DELETE

| | | | |
|--------------------------------|-------------------------|--------------------------|----------------------|
| SALARY REQUEST: | <u>\$ 50,078.00</u> | <u>\$ 0.00</u> | <u>-\$ 50,078.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>-\$ 50,078.00</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:**

| 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)

DELETING CURRENT BAILIFF POSITION TO CREATE HIGHTER LEVEL BAILIFF POSITION

Yolanda Hernandez/
 Department Head

 Department of Human Resources

01/22/2025
 Date
1/22/25
 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: 01/22/2025 Current Slot No.: 0012
 Department Name: PROBATE COURT Current Position Title: _____
 Department No.: 023-001 Requested Position Title: BAILIFF *JK*

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

| | | | |
|--------------------------------|-------------------------|--------------------------|---------------------|
| SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$ 56,898.00</u> | <u>\$ 56,898.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 56,898.00</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)

DELETING CURRENT BAILIFF POSITION TO CREATE HIGHTER LEVEL BAILIFF POSITION
in accordance with job description and employee
credentials.

Yolanda Hernandez/
 Department Head

 Department of Human Resources

01/22/2025
 Date
1/22/25
 Date