



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: 03/07/2025 Current Slot No.: T530-T534
 Department Name: Sheriff's Office Current Position Title: _____
 Department No.: 280 -002 Requested Position Title: DETENTION OFFICER

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 150,150.00</u> \$ 100,100.00	<u>\$ 150,150.00</u> \$ 100,100.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 100,100.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Long Term Military, FMLA, etc.

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:**

04/08/2025	<u>12/31/25</u> 10/08/2025	varies	40	<u>26</u> <u>39</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$40032.00</u>		Step 1 Salary / 2,080 Hours Per Year =	Hourly Rate <u>\$13.52</u> <u>\$19.25</u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 19.25</u>	<u>\$20,020.00</u> <u>\$20,030 (X5)</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)

Fundings from Long Term Military, FMLA, etc.
Please see attached for five (5) Temporary Detention Officer Positions

Department Head _____
 Department of Human Resources _____

3-7-25
Date
3/12/25
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: SHERIFF'S OFFICE

Department No.: 280-007 78

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T530		DETENTION OFFICER	\$0.00	\$40,032.00 \$30,030.00
T531		DETENTION OFFICER	\$0.00	\$40,032.00 \$30,030.00
T532		DETENTION OFFICER	\$0.00	\$40,032.00 \$30,030.00
T533		DETENTION OFFICER	\$0.00	\$40,032.00 \$30,030.00
T534		DETENTION OFFICER	\$0.00	\$40,032.00 \$30,030.00