



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: 03/14/2025 Current Slot No.: Proposed 0133
 Department Name: Precinct 2 Current Position Title: _____
 Department No.: 122 - 006 Requested Position Title: Equipment Operator II

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

| | | | |
|--------------------------------|---|---|-----------------------------------|
| SALARY REQUEST: | <u>\$ 0.00</u> Current Budgeted Amount | <u>\$ 38,724.00</u> Proposed Budgeted Amount | <u>\$ 38,724.00</u> Net Change |
| SALARY REQUEST: | <u>\$ 0.00</u> Current Budgeted Amount | <u>\$ 0.00</u> Proposed Budgeted Amount | <u>\$ 0.00</u> Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 38,724.00</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 | | Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | | Hourly Rate _____ |
| No. of Weeks | x | Hours per Week | = | Total Hours |
| | | | = | Hourly Rate |
| | | | | = Budgeted Salary |

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

Precinct 2 Re-Organization plan.

Erika Zamora
 Department Head

3.14.25
 Date

[Signature]
 Department of Human Resources

3/14/25
 Date