



# 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: 05/09/2025 Current Slot No.: 0018 - 0019  
 Department Name: County Treasurer Current Position Title: \_\_\_\_\_  
 Department No.: 150-001 Requested Position Title: Payroll Specialist I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<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>\$ 45,168.00</u>	<u>\$ 45,168.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 90,336.00</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:**

<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>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>	
<u>No. of Weeks</u>	<u>x</u>	<u>Hours per Week</u>	<u>=</u>	<u>Total Hours</u>
			<u>x</u>	<u>Hourly Rate</u>
			<u>=</u>	<u>Budgeted Salary</u>

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

Requesting to create (2) Payroll Specialist I positions to ensure timely and accurate payroll processing.

*[Signature]*  
 Department Head

*[Signature]*  
 Department of Human Resources

5/9/25  
 Date

5/12/25  
 Date