



# 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: 05/23/2025 Current Slot No.: 0032  
 Department Name: PLANNING DEPT. Current Position Title: \_\_\_\_\_  
 Department No.: 210 -001 Requested Position Title: CLERK III

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

**SALARY REQUEST:**

|                         |  |  |
|-------------------------|--|--|
|                         | <del>\$30,303.00</del><br><u>\$30,746.00</u> | <del>\$30,303.00</del><br><u>\$30,746.00</u> |
| Current Budgeted Amount | Proposed Budgeted Amount                     | Net Change                                   |

**SALARY REQUEST:**

|                         |                          |            |
|-------------------------|--------------------------|------------|
|                         |                          | \$ 0.00    |
| Current Budgeted Amount | Proposed Budgeted Amount | Net Change |

**TOTAL BUDGETARY IMPACT:** ~~\$ 30,303.00~~ \$30,746.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget  Salary Adjustment  Annual Budget Cycle  Other  Will Require Additional Funds

POSITION TYPE:  Full Time Regular Object Code 113  Full Time Temporary Object Code 121  Part Time Regular Object Code 114  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

\* TEMPORARY POSITIONS:

|                   |          |               |                |              |
|-------------------|----------|---------------|----------------|--------------|
| <u>06/02/2025</u> |          | <u>M-F</u>    | <u>40</u>      |              |
| 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

|              |                  |               |                 |                     |
|--------------|------------------|---------------|-----------------|---------------------|
| <u>52</u>    | <u>40</u>        | <u>2080</u>   | <u>\$ 14.56</u> | <u>\$ 30,303.00</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)

All offices have more than one clerk to take care of constituents. Hidalgo County Planning Dept. currently only has one Admin Asst. at the Pct 3 Office. The monthly walk ins and permits issued have added up to be alot of work for one person. Therefore I am requesting assisance for a new Clerk to improve on our customer service and efficiency.

Anthony Uresti  
 Department Head  
 Department of Human Resources

05/23/2025  
 Date  
5/23/25  
 Date