



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: 06/09/2025 Current Slot No.: see attached
 Department Name: Sheriff's Office Current Position Title: Please see attached
 Department No.: 280 Requested Position Title: Please see attached

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

SALARY REQUEST:	<u>\$ 2,500.00</u>	<u>\$ 0.00</u>	<u>-\$ 2,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate _____	
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

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

Sheriff's reassignments for Sergeants and Lieutenants

Department Head _____
 Department of Human Resources

6/9/25
Date
6/18/25
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

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0019	LIEUTENANT	LIEUTENANT	\$500.00	\$0.00
0041	SERGEANT	SERGEANT	\$500.00	\$0.00
0039	SERGEANT	SERGEANT	\$500.00	\$0.00
0040	SERGEANT	SERGEANT	\$500.00	\$0.00
0423	SERGEANT	SERGEANT	\$500.00	\$0.00
0015	LIEUTENANT	LIEUTENANT	\$0.00	\$500.00
0402	SERGEANT	SERGEANT	\$0.00	\$500.00
0399	SERGEANT	SERGEANT	\$0.00	\$500.00
0394	SERGEANT	SERGEANT	\$0.00	\$500.00
0395	SERGEANT	SERGEANT	\$0.00	\$500.00
				\$0.00