



# 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: 05/20/2025 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: See Attached

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

**SALARY REQUEST:** \$ 0.00 \$ 143,745.00 \$ 143,745.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** \$ 143,745.00

**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>07/01/2025</u>	<u>12/31/2025</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>28,749.00</u>		Hourly Rate <u>\$ 13.82</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 13.82</u>	<u>\$ 14,374.50</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)**

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas  
 Department Head

5/21/2025  
 Date

[Signature]  
 Department of Human Resources

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: Elections Department

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T262	Clerk I	Clerk I	\$14,375.00	\$14,375.00
T263	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T264	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T265	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T266	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T267	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T268	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T269	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T270	Clerk I	Clerk I	\$14,735.00	\$14,735.00
T271	Clerk I	Clerk I	\$14,735.00	\$14,735.00



# 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: 05/20/2025 Current Slot No.: See Attached  
 Department Name: Elections Department Current Position Title: See Attached  
 Department No.: 130-001 Requested Position Title: See Attached

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 58,920.00</u>	<u>\$ 58,920.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 58,920.00</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>07/01/2025</u>	<u>12/31/2025</u>	<u>M-F 8:00 a.m.-5:00 p.m.</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>29,460.00</u>		Hourly Rate <u>\$ 14.16</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 14.16</u>	<u>\$ 14,730.00</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)**

Request positions to be extended to assist with the preparation and execution of procedures prior, during, and post elections.

Hilda A. Salinas  
 Department Head

5/21/2025  
 Date

[Signature]  
 Department of Human Resources

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: Elections Department

Department No.: 130-001

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T272	Elections Surveyor Technician	Elections Surveyor Technician	\$14,730.00	\$14,730.00
T273	Elections Surveyor Technician	Elections Surveyor Technician	\$14,730.00	\$14,730.00
T274	Elections Surveyor Technician	Elections Surveyor Technician	\$14,730.00	\$14,730.00
T275	Elections Surveyor Technician	Elections Surveyor Technician	\$14,730.00	\$14,730.00