



# 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: 06/11/2025 Current Slot No.: 0013  
 Department Name: County Clerk's Office Current Position Title: Deputy County Clerk II  
 Department No.: 180 -061 Requested Position Title: ~~Deputy~~ 28

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

**SALARY REQUEST:** \$ 45,618.00 \$ -45,618.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

**TOTAL BUDGETARY IMPACT:** -\$ 45,618.00

**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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
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Annual Salary	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate
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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)*

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**Annette C. Muniz Chief Deputy**   
 Department Head  
  
 Department of Human Resources

06/11/2025  
 Date  
6/10/25  
 Date



# 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: 06/11/2025 Current Slot No.: TBD 0/00  
 Department Name: County Clerk's Office Current Position Title: \_\_\_\_\_ 28  
 Department No.: 180 -001 Requested Position Title: Deputy County Clerk III

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

<b>SALARY REQUEST:</b>	\$ 41,822.00	\$ 41,822.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 41,822.00	

**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 **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 x Hourly Rate = Budgeted Salary

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

**Annette C. Muniz Chief Deputy**   
 Department Head  
  
 Department of Human Resources

06/11/2025  
 Date  
6/18/25  
 Date