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: 06/17/2025 Current Slot No.: 6001

Department Name: Veterans Services Current Position Title:

Department No.: 370 - 006 Requested Position Title: Program Specialist I

REQUEST FOR: ☑ New Position ☐ Temporary Position* ☐ Position Reclassification ☐ Other

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$ 41,822.00	$ 41,822.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 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 ☐ Non-Exempt **FLSA:** ☐ Exempt ☑ Non-Exempt

*** TEMPORARY POSITIONS:**

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

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)***

Upon Commissioners Court Approval AI- 99697, June 24, 2025
FY 2026 (July 01, 2025 - August 31, 2026) Texas Veterans Commission (TVC) Housing for Texas Heroes $300, 000 Grant.

Department Head — Date

Department of Human Resources — Date 6/20/25