



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: 08/14/2025 Current Slot No.: see attached
 Department Name: Tax Office Current Position Title: see attached
 Department No.: 140-001 Requested Position Title: see attached

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

SALARY REQUEST:	\$ 0.00	\$ 43,122.00	\$ 43,122.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 43,122.00		

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>10/01/2025</u>	<u>12/31/2025</u>	<u>8:00 AM - 5:00 PM Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$28,749.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 13.85</u>	
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 13.85</u>	<u>\$ 7,187.00</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)

Requesting temporary assistance to relief overflow of calls for the Tax Office Call Center.

[Signature]
 Department Head
[Signature]
 Department of Human Resources

8/14/25
 Date
8/21/25
 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: _____ Tax Office _____

Department No.: _____ 140-001 _____

Position Information:

T285
T286
T287
T288
T289
T290

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T285 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
T286 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
T287 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
T288 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
T289 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
T290 TBD		Clerk I	\$0.00	\$7,187.00 ⁸
		Total	\$0.00	\$43,122.00 ⁸

28