



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: 12/03/2025 Current Slot No.: 0015⁶
 Department Name: Safety Division Current Position Title: n/a 28
 Department No.: 125-003 Requested Position Title: Clerk III

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

SALARY REQUEST:	<u>\$ 30,741.00</u>	<u>\$ 30,741.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 30,741.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other cost savings from deletion of slot 0003

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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

Creation on new position due to deletion of Adm. Asst IV position.

Department Head

Department of Human Resources

12/03/2025
 Date

12/15/25
 Date

