



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
T278	TBD	Clerk I	\$0.00	\$15,093.00
T279	TBD	Clerk I	\$0.00	\$15,093.00
T280	TBD	Clerk I	\$0.00	\$15,093.00
T281	TBD	Clerk I	\$0.00	\$15,093.00
T282	TBD	Clerk I	\$0.00	\$15,093.00
T283	TBD	Clerk I	\$0.00	\$15,093.00
T284	TBD	Clerk I	\$0.00	\$15,093.00
T285	TBD	Clerk I	\$0.00	\$15,093.00
T286	TBD	Clerk I	\$0.00	\$15,093.00
T287	TBD	Clerk I	\$0.00	\$15,093.00
			Total	\$150,930.00



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: 11/26/2025 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:	<u>\$ 0.00</u>	<u>\$ 45,276.00⁸²</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>\$ 45,276.00⁸²</u>
			Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 45,276.00⁸²</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>01/01/2026</u>	<u>03/31/2026</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>\$30,186.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 14.52¹²⁵</u>	
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 14.52¹²⁵</u>	<u>\$ 7,546.00⁵</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 11-26-25 Date
[Signature] Department of Human Resources 12/5/25 Date



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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:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T293	TBD	Clerk I	\$0.00	\$7,548.00
T294	TBD	Clerk I	\$0.00	\$7,548.00
T295	TBD	Clerk I	\$0.00	\$7,548.00
T296	TBD	Clerk I	\$0.00	\$7,548.00
T297	TBD	Clerk I	\$0.00	\$7,548.00
T298	TBD	Clerk I	\$0.00	\$7,548.00
		Total	\$0.00	\$45,276.00



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: 12/01/2025 Current Slot No.: TBD
 Department Name: Sheriff's Office Current Position Title: _____
 Department No.: 280 -002 Requested Position Title: DETENTION OFFICER

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

SALARY REQUEST:	\$ 0.00	\$105,090.00 \$ 0.00	\$165,090.00 \$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	28
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$0.00	\$105,090.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other	Funds from <u>W/C, FMLA, Military</u> WR

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>01/01/2026</u>	<u>06/30/2025</u>	<u>varies</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$42034/2080</u>		Hourly Rate <u>\$ 20.21⁸⁷</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 20.21⁸⁷</u>	<u>\$ 21,017.00⁴</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)

Funds from F/T employees currently under FMLA, WC, Long Term Military

Department Head: [Signature] Date: 12/01/2025
 Department of Human Resources: [Signature] Date: 12/1/25



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: 11/19/2025 Current Slot No.: T260
 Department Name: DISTRICT ATTORNEY Current Position Title: LEGAL ASSISTANT I
 Department No.: 080-002 Requested Position Title: LEGAL ASSISTANT I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 20,112.00³</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>\$ 20,112.00³</u>
			Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 20,112.00³</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>01/01/2026</u>	<u>07/31/2026</u>	<u>MONDAY - FRIDAY</u>	<u>40</u>	<u>30</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>34,860 / 2080 = \$16.7596</u>		Hourly Rate <u>\$ 16.7601</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>30</u>	<u>40</u>	<u>1200</u>	<u>\$ 16.7601</u>	<u>\$ 20,112.00¹²</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 TO EXTEND TEMP POSITION. THIS POSITION IS NEEDED TO ASSIST WITH LEGAL ASSISTANT DUTIES TO ADDRESS THE WORKLOAD IN MISDEMEANOR SO AS TO MEET MANDATED DEADLINES AND THE STATUTORY OBLIGATIONS OF THE DISTRICT ATTORNEY'S OFFICE.

Rosalinda Cruz
 Department Head
[Signature]
 Department of Human Resources

12/01/2025
 Date
[Signature]
 Date