



# 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: 12/05/2025 Current Slot No.: 0002  
 Department Name: Executive Office Current Position Title: Program Manager II  
 Department No.: 125-001 Requested Position Title: \_\_\_\_\_

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

|                                |                                                           |                                           |                               |
|--------------------------------|-----------------------------------------------------------|-------------------------------------------|-------------------------------|
| <b>SALARY REQUEST:</b>         | <u>\$87,390.00</u><br>Current Budgeted Amount             | <u>0</u><br>Proposed Budgeted Amount      | <u>\$91,765</u><br>Net Change |
| <b>SALARY REQUEST:</b>         | <u>\$87,390.00</u><br>Current Budgeted Amount             | <u>\$0.00</u><br>Proposed Budgeted Amount | <u>\$91,765</u><br>Net Change |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>-\$91,765.00</u> <span style="float: right;">28</span> |                                           |                               |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other cost savings

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 _____                                                         |          | 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)**

No longer need Program Manager II position/Creating Coordinator II position.

*Marcos Salinas*  
 Department Head

*[Signature]*  
 Department of Human Resources

12/05/2025  
 Date

12/8/25  
 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: 12/05/2025 Current Slot No.: 0018  
 Department Name: Executive Office Current Position Title: \_\_\_\_\_  
 Department No.: 125 001 Requested Position Title: Coordinator II

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

|                                |                          |                     |
|--------------------------------|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>         | <u>\$ 51,222.00</u>      | <u>\$ 51,222.00</u> |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>         | <u>\$ 0.00</u>           | <u>\$ 0.00</u>      |
| Current Budgeted Amount        | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> | <u>\$ 51,222.00</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:**

| 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)**

Creation of new position due to deletion of Program Manager II

*Maria Salinas*  
 Department Head  
*[Signature]*  
 Department of Human Resources

12/05/2025  
 Date  
12/8/25  
 Date