



# 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: 12/09/2025 Current Slot No.: 0001/A040  
 Department Name: Pct. 1 - ARPA Current Position Title: Coordinator IV  
 Department No.: 115-358 / 121-004 Requested Position Title: Program Manager

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

12/10/25  
 SALARY REQUEST: \$ 66,366.00 Current Budgeted Amount \$ 75,263.00 Proposed Budgeted Amount \$ 8,897.00 Net Change  
 Supplemental \$ 3,000 Current Budgeted Amount - 0 - Proposed Budgeted Amount - 3,000.00 Net Change  
 TOTAL BUDGETARY IMPACT: \$ 8,897.00

**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 FLSA:  Exempt  
 Non-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)  
Fully in charge of the WACC Department for the Pct. 1, planning implementing, coordinating monitoring and evaluation programs. Supervising and oversees the work of assigned program staff.  
Effective 1/1/2026

David S.  
 Department Head  
[Signature]  
 Department of Human Resources

12/10/25  
 Date  
12/12/25  
 Date