



# 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: 03/23/2026 Current Slot No.: 0123 0155 28  
 Department Name: Commissioner Pct. 3 Current Position Title: \_\_\_\_\_  
 Department No.: 123 - 60x Requested Position Title: Equipment Operator IV

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

**SALARY REQUEST:** \$ 55,320.00 \$ 55,320.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

**TOTAL BUDGETARY IMPACT:** \$ 55,320.00

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			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)*

Equipment Operator IV is needed to provide support to field personnel during street and road improvement projects. This position will be utilized to level, shape and smooth surfaces that expedite road paving operations. The Equipment Operator IV will also be used to train new personnel for these specialized task.

Chief Jorge Arcaute  Date: 3-23-26  
 Department Head  
 Date: 3/25/26  
 Department of Human Resources



# 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: 03/23/2026 Current Slot No.: 0154  
 Department Name: Commissioner Pct. 3 Current Position Title:  
 Department No.: 123 - 005 Requested Position Title: Division Manager I

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

**SALARY REQUEST:**

	\$ 64,526.00	\$ 64,526.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

  

	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 64,526.00

**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:

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)**

Division Manager position is needed to supplement work load that consist of Drainage, Road, and Street Improvement Projects. Division Manager will provide technical guidance and support to projects that are overseen by contracted engineers or vendors.

Chief Jorge Arcaute   
 Department Head

Department of Human Resources

3-23-26  
 Date  
 3/25/26  
 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: 03/23/2026 Current Slot No.: 123  
 Department Name: Commissioner Pct. 3 Current Position Title: Equipment Operator III  
 Department No.: 123 -005 Requested Position Title: 28

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

<b>SALARY REQUEST:</b>	\$ 47,428.00	-\$ 47,428.00
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
<b>SALARY REQUEST:</b>	Current Budgeted Amount	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 47,428.00	

**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:**

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)**

Position is no longer needed, Precinct Re-Ogranization.

Chief Jorge Arcaute  
 Department Head

Date: 3-23-26

Department of Human Resources

Date: 3/25/26



# 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: 03/23/2026 28  
 Current Slot No.: 0119  
 Department Name: Commissioner Pct. 3 Executive Assistant II  
 Department No.: 123 - 005 Requested Position Title:

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

<b>SALARY REQUEST:</b>	\$ 59,746.00		-\$ 59,746.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 59,746.00		

**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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
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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)**

Position is no longer needed, Precinct Re-Organization

Chief Jorge Arcaute   
 Department Head  
  
 Department of Human Resources

3.23.26  
 Date  
 3/25/26  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 03/23/2026 Current Slot No.: 0107  
 Department Name: Commissioner Pct. 3 Current Position Title: Mechanic III  
 Department No.: 123 -005 Requested Position Title:

**ALLOWANCE REQUEST: Type of Allowance**

Position  Interpreter  Clothing  Supplemental  Auto

<b>ALLOWANCE AMOUNT:</b>	\$ 8,500.00	\$ 8,500.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
03/31/2026	12/31/2026	
Start Date	End Date	

**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

**JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)**

Slot 0107 currently provides technical support to the Division Manager of Fleet Operations, by mitigating workflow and reducing heavy equipment that is sent to an outside vendor.

**COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)**

Will assist Head Mechanic with training/coaching staff.  
 Will also assume some administrative duties. JH

Jorge Arcante   
 Department Head

3-23-26  
 Date

Department of Human Resources

3/25/26  
 Date