



# 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: 04/15/2026 Current Slot No.: 0037  
 Department Name: Pct. 1 Current Position Title: Program Specialist I  
 Department No.: 121-004 Requested Position Title:

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

<b>SALARY REQUEST:</b>	\$ 47,043.00		
	Current Budgeted Amount	Proposed Budgeted Amount	-\$ 47,043.00 Net Change
<b>SALARY REQUEST:</b>			
	Current Budgeted Amount	Proposed Budgeted Amount	\$ 0.00 Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 47,043.00		

**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	

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 no longer needed.

Department Head  
 Department of Human Resources

4/15/26  
Date  
 4/17/26  
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: 04/15/2026 Current Slot No.: 0041  
 Department Name: Pct. 1 Current Position Title:  
 Department No.: 121-004 Requested Position Title: Accounting Clerk II

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

<b>SALARY REQUEST:</b>	\$ 40,622.00	\$ 40,622.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
<b>SALARY REQUEST:</b>		\$ 0.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	28
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 40,622.00		

**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)**

Create position from deleted position. Position is needed to assist with the Department's high demand of work load.

Department Head  
  
 Department of Human Resources

Date 4/15/26  
 Date 4/17/26



# 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: 04/14/2026      Current Slot No.: ~~TBD~~ **T033** **28**  
 Department Name: Precinct 1      Current Position Title: ~~Maintenance I~~  
 Department No.: 121-013      Requested Position Title: Maintenance II

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

<b>SALARY REQUEST:</b>		\$ 12,416.00	\$ 12,416.00
	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>	\$ 12,416.00		

**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:**

05/04/2026	09/18/2026	7 am to 4 pm	40	20
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		32,279.00	Hourly Rate	\$ 15.52
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
20	40	800	\$ 15.52	\$ 12,416.00
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)*

Due to the employee being out on a leave of absence. The current salary will be used to create a temporary full time position to continue with the duties and responsibilities for the Parks Department.

*Dani*  
 Department Head  
*[Signature]*  
 Department of Human Resources

4/15/26  
 Date  
 4/17/26  
 Date