



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: 05/28/2026 Current Slot No.: TBD
 Department Name: Sheriff's Office Current Position Title: Please see attached
 Department No.: 280 -002 28 Requested Position Title: Please see attached

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

SALARY REQUEST:	\$ 0.00	\$ 126,102.00	\$ 126,102.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 126,102.00		

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 28

*** 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)*
Sheriff's Office Reorganization of Duties to Allow Peace Officers to Concentrate on Law Enforcement Responsibilities

 Department Head

 Department of Human Resources

05/28/2026
 Date
Wlake
 Date



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: Sheriff's Office

Department No.: 280 -002

Position Information:

28
0541
0542
0543

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		DETENTION OFFICER	\$0.00	\$42,034.00
TBD		DETENTION OFFICER	\$0.00	\$42,034.00
TBD		DETENTION OFFICER	\$0.00	\$42,034.00



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: 05/28/2026 Current Slot No.: TBD
 Department Name: Sheriff's Office Current Position Title: Please see attached
 Department No.: 280 -601 28 Requested Position Title: Please see attached

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	\$ 555,056.00 \$556,429.00	\$ 555,056.00 \$556,429.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 555,056.00	\$556,429.00	

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)*

Sheriff's Office Reorganization of Duties to Allow Peace Officers to Concentrate on Law Enforcement Responsibilities

Department Head [Signature]
 Department of Human Resources

Date 05/28/2026
 Date 6/3/26



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: Sheriff's Office

Department No.: 280-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0501	Administrative Services Manager		\$0.00	\$94,810.00
0502	Communications Division Manager		\$0.00	\$66,119.00 \$59,746.00
0503	Quartermaster III II		\$0.00	\$51,222.00
0504	Evidence Technician		\$0.00	\$43,915.00
0505	Employment Investigator		\$0.00	\$43,915.00
0506	Employment Investigator		\$0.00	\$43,915.00
0507	Civil & Warrants Clerk II		\$0.00	\$37,650.00
0508	Civil & Warrants Clerk II		\$0.00	\$37,650.00
0509	Civil & Warrants Clerk II		\$0.00	\$37,650.00
0510	Administrative Assistant II		\$0.00	\$34,861.00
0511	Administrative Assistant II		\$0.00	\$34,861.00
0512	Administrative Assistant II		\$0.00	\$34,861.00