



# 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 555,056.00</u> Proposed Budgeted Amount	<u>\$ 555,056.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 555,056.00</u>		

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

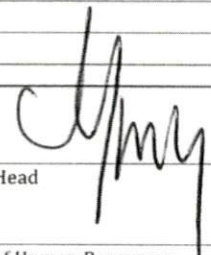
**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		Hourly Rate _____
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

**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 \_\_\_\_\_

Date 05/28/2026  
 \_\_\_\_\_  
 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.: 280-001

**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	\$59,746.00
0503	Quartermaster III		\$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



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### 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:	<u>\$ 0.00</u>	<u>\$ 126,102.00</u>	<u>\$ 126,102.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 126,102.00</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

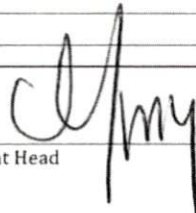
CIVIL SERVICE:  Exempt  Non-Exempt  
 FLSA:  Exempt  Non-Exempt 28

**\* 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)*

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

Department Head:  Date: 05/28/2026  
 Department of Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_



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## 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
<del>TBD</del>		DETENTION OFFICER	\$0.00	\$42,034.00
<del>TBD</del>		DETENTION OFFICER	\$0.00	\$42,034.00
<del>TBD</del>		DETENTION OFFICER	\$0.00	\$42,034.00