



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: 05/29/2026 Current Slot No.: T535-T539
 Department Name: Sheriff's Office Current Position Title: _____
 Department No.: 280-002 Requested Position Title: DETENTION OFFICER

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

SALARY REQUEST:	<u>\$ 105,090.00</u>	<u>\$ 105,090.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 105,090.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fundings from Long Term Military, FMLA, etc.

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:**

<u>07/01/2026</u>	<u>12/31/2026</u>	<u>varies</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$42,034.00</u>		Hourly Rate <u>\$ 20.2087</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$20.2087</u>	<u>\$21,018.00</u>
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)

Fundings from Long Term Military, FMLA, etc.
Please see attached for five (5) Temporary Detention Officer Positions

Department Head _____
 Department of Human Resources

06/03/2026

Date _____
6/2/26
 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:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T535		DETENTION OFFICER	\$0.00	\$21,018.00
T536		DETENTION OFFICER	\$0.00	\$21,018.00
T537		DETENTION OFFICER	\$0.00	\$21,018.00
T538		DETENTION OFFICER	\$0.00	\$21,018.00
T539		DETENTION OFFICER	\$0.00	\$21,018.00