



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: 07/01/2026 Current Slot No.: NA
 Department Name: Probate Court II Current Position Title: NA
 Department No.: 033 Requested Position Title: Associate Judge

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 144,472.00</u>	<u>\$ 144,472.00</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>\$ 144,472.00</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 _____		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)

Needed to conduct Probate Court responsibilities.

Department Head

7/1/26
 Date

Department of Human Resources

 Probate Court No 2 Judge

Date
7/1/26



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: 07/01/2026 Current Slot No.: NA
 Department Name: Probate Court II Current Position Title: NA
 Department No.: 033 Requested Position Title: Assistant Probate Auditor

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 37,650.00</u>	<u>\$ 37,650.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 37,650.00</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 **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)*

Needed to conduct Probate Court responsibilities.

7/1/26
 Department Head Date

7/1/26
 Department of Human Resources 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: 07/01/2026 Current Slot No.: NA
 Department Name: Probate Court II Current Position Title: NA
 Department No.: 033 Requested Position Title: Investigator (Probate Court)

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 51,222.00</u> Proposed Budgeted Amount	<u>\$ 51,222.00</u> Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 51,222.00</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 _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
_____ x _____ = Total Hours x _____ = Budgeted Salary				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

Needed to conduct Probate Court responsibilities.

Department Head

7/1/26
 Date

Department of Human Resources

 Probate Court No. 2

Date
7/1/26



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: 07/01/2026 Current Slot No.: NA
 Department Name: Probate Court II Current Position Title: NA
 Department No.: 033 Requested Position Title: Probate Auditor

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

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

<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u> </u>			<u> </u>	
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = 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)*

Needed to conduct Probate Court responsibilities.

Department Head

7/1/26
 Date

Department of Human Resources

Date

Probate Court No. 2

7/1/26



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

DISCRETIONARY STEP COUNTY-WIDE DEPARTMENTS

Date: 07/01/2026 Request for Discretionary Step 2

Employee No.: 300039 Department Name: Probate Court II

Position Title: Court Coordinator Slot No.: 330002

Dept./Prg.#: 033 Effective Date: 07/07/26
(Next full pay period)

POSITION REQUIREMENTS:

Education: High School/GED Associates Bachelor's Masters Other: _____

Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.
 7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION FOR STEP INCREASE:

Education: High School/GED Associates Bachelor's Masters Other: _____

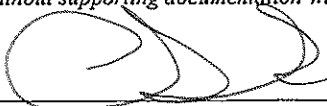
Experience: 0 yr. 1 yr. 2 yrs. 3 yrs. 4 yrs. 5 yrs. 6 yrs.
 7 yrs. 8 yrs. 9 yrs. 10 or more yrs.

Certificates/Licenses: _____

JUSTIFICATION:

In accordance with Compensation Plan discretionary steps section.

Please make sure supporting documentation is attached (i.e. certificates, degrees, licenses, etc.) Forms that are submitted without supporting documentation will not be considered.



Department Head/ Elected Official Signature

7/1/26

Date