



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: 07/28/2026 Current Slot No.: See attached
Department Name: County Clerk Current Position Title: See attached
Department No.: 0180 Requested Position Title: See attached

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

SALARY REQUEST: \$ 0.00 \$ 96,837.00 \$ 96,837.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \$ 0.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 96,837.00

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)

Requesting to create three new deputy clerks due to new Probate Court added.

Department Head

Department of Human Resources

Date

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: _____ County Clerk

Department No.: _____ 0180

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
1800089	-	Deputy County Clerk I	\$0.00	\$32,279.00
1800090	-	Deputy County Clerk I	\$0.00	\$32,279.00
1800091	-	Deputy County Clerk I	\$0.00	\$32,279.00
		Total		\$96,837.00