



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: 07/29/2026 Current Slot No.: 1230066
Department Name: Commissioner Pct 3 Current Position Title: Equipment Operator II
Department No.: 0123 Requested Position Title: _____

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

SALARY REQUEST: \$ 40,662.00 - \$ 40,662.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: - \$ 40,662.00

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)

Precinct 3 Re-Organization Plan

Department Head

Department of Human Resources

07/29/2026
Date

7/29/26
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: 07/29/2026 Current Slot No.: ~~1230066~~ 1230142 28
Department Name: Commissioner Pct 3 Current Position Title: _____
Department No.: 0123 Requested Position Title: Executive Assistant II

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

SALARY REQUEST:
Current Budgeted Amount \$ 59,746.00 Proposed Budgeted Amount \$ 59,746.00 Net Change \$ 59,746.00

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

TOTAL BUDGETARY IMPACT: \$ 59,746.00

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

*** 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)

Precinct 3 - R & B position is necessary to support the increasing administrative operational responsibilities as the department continues to grow with daily operations.

Department Head

Department of Human Resources

07/29/2026

Date

Date