



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: 08/10/2026 Current Slot No.: 3700016 78
Department Name: Veterans Services Current Position Title: _____
Department No.: 370 Requested Position Title: Program Coordinator II

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

SALARY REQUEST: \$ 0.00 \$ 55,320.00 \$ 55,320.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 55,320.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☒ Other FY 2027 TVC FVA Mental Health Grant

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)

New position is needed to coincide and comply with duties required by Texas Veterans Commission (TVC) Funds for Veterans' Assistance (FVA) Mental Health Non-Clinical Grant. Award of \$200,000 for FY 2027 grant period September 01, 2026 - August 31, 2027. See attached letter from TVC and refer to AI-104280 placed for Commissioners Court approval on August 18, 2026.

Samuel Perez Jr. AS
Department Head
[Signature]
Department of Human Resources

08/12/2026
Date
08/12/26
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: 08/10/2026 Current Slot No.: 370/0017 28
Department Name: Veterans Services Current Position Title: _____
Department No.: 370 Requested Position Title: Peer Support Specialist

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

SALARY REQUEST: \$ 0.00 \$ 43,915.00 \$ 43,915.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 43,915.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☒ Other FY 2027 TVC FVA Mental Health Grant

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)

New position is needed to coincide and comply with duties required by Texas Veterans Commission (TVC) Funds for Veterans' Assistance (FVA) Mental Health Non-Clinical Grant. Award of \$200,000 for FY 2027 grant period September 01, 2026 - August 31, 2027. See attached letter from TVC and refer to AI-104280 placed for Commissioners Court approval on August 18, 2026.

Samuel Perez Jr. ar
Department Head

[Signature]
Department of Human Resources

08/12/2026
Date

[Signature]
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: 08/10/2026 Current Slot No.: 3700015 28
Department Name: Veterans Services Current Position Title: _____
Department No.: 370 Requested Position Title: Program Specialist II

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

SALARY REQUEST: \$ 0.00 \$ 51,222.00 \$ 51,222.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 51,222.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Salary Adjustment ☒ Other FY 2027 TVC FVA HTX Grant

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)

New position is needed to coincide and comply with duties required by Texas Veterans Commission (TVC) Funds for Veterans' Assistance (FVA) Housing for Texas Heroes Grant. Award of \$400,000 for FY 2027 grant period September 01, 2026 - August 31, 2027. See attached letter from TVC and refer to AI-104286 placed for Commissioners Court approval on August 18, 2026.

Samuel Perez Jr.
Department Head
[Signature]
Department of Human Resources

08/12/2026
Date
8/12/26
Date