



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: 08/24/2026 Current Slot No.: ~~TBD~~ 1210150 28
Department Name: Pct. 1 - Parks Current Position Title:
Department No.: 121-520 Requested Position Title: Administrative Assistant IV

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

SALARY REQUEST: \$ 47,428.00 \$ 47,428.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 47,428.00

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)

This position is needed to assist with the department's high demand of work load.

Department Head

Department of Human Resources

Date

Date



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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 08/24/2026 Current Slot No.: TDD 1210151 78
Department Name: Pct. 1 - Road Maintenance Current Position Title: _____
Department No.: 121-310 Requested Position Title: Accounting clerk II

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

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 **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)

This position is needed to assist with the department's high demand of work load.

Department Head

Date

Department of Human Resources

Date