



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: 08/25/2026 Current Slot No.: 1400155 - 1400160 28
Department Name: Tax Office Current Position Title: see attached
Department No.: 140 Requested Position Title: see attached

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

SALARY REQUEST: \$ 0.00 \$ 45,282.00 \$ 45,282.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: \$ 45,282.00

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:**

10/01/2026 12/31/2026 8:00 AM - 5:00 PM Mon-Fri 40 13
Start Date End Date Work Schedule Hours per Week No. of Weeks
Annual Salary \$30,186.00 Hourly Rate \$ 14.52 28
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate \$14.5125
13 40 520 \$11.52 \$ 7,547.00
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 temporary assistance to relief overflow of calls for the Tax Office Call Center.

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: Tax Office

Department No.: 140-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
1400155	TBD	Clerk I	\$0.00	\$7,547.00
1400156	TBD	Clerk I	\$0.00	\$7,547.00
1400157	TBD	Clerk I	\$0.00	\$7,547.00
1400158	TBD	Clerk I	\$0.00	\$7,547.00
1400159	TBD	Clerk I	\$0.00	\$7,547.00
1400160	TBD	Clerk I	\$0.00	\$7,547.00
		Total	\$0.00	\$45,282.00