



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: 08/28/2026 Current Slot No.: see attached
Department Name: WIC Program Current Position Title: Clerk I
Department No.: 350-001 Requested Position Title: _____

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

SALARY REQUEST: \$ 123,915.00 -\$ 123,915.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 123,915.00

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)

Position no longer needed

Clara S.
Department Head
[Signature]
Department of Human Resources

08/28/2026
Date
9/4/26
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: 08/28/2026 Current Slot No.: 3500064
Department Name: WIC Program Current Position Title: WIC Certification Specialist II
Department No.: 350-001 Requested Position Title:

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

SALARY REQUEST: \$ 38,968.00 -\$ 38,968.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 38,968.00

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 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)

Position no longer needed

Clara S.
Department Head

Department of Human Resources

08/28/2026

Date

9/4/26
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: 08/28/2026 Current Slot No.: 3500062
Department Name: WIC Program Current Position Title: WIC Certification Specialist II
Department No.: 350-001 Requested Position Title:

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

SALARY REQUEST: \$ 41,744.00 - \$ 41,744.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: - \$ 41,744.00

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)

Position no longer needed

Department Head

Department of Human Resources

08/28/2026

Date

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: 08/28/2026 Current Slot No.: 3500009
Department Name: WIC Program Current Position Title: Registered Dietitian II
Department No.: 350-001 Requested Position Title:

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

SALARY REQUEST: \$ 69,121.00 - \$ 69,121.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: -\$ 69,121.00

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)

Position no longer needed

Department Head

Department of Human Resources

08/28/2026

Date

Date

