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: 09/10/2026

Department Name: CSA

Department No.: 901-033

Current Slot No.: 0073

Current Position Title: Division Manager II Grant Accounting

Requested Position Title: Division Manager III

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

SALARY REQUEST:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
$ 86,050.00	$ 90,860.00	$ 4,810.00

SALARY REQUEST:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		$ 0.00

TOTAL BUDGETARY IMPACT: $ 4,810.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget
☐ Salary Adjustment
☐ Annual Budget Cycle
☐ Other
☐ Will Require Additional Funds

POSITION TYPE: ☐ Full Time Regular Object Code 113 ☐ Full Time Temporary Object Code 121 ☐ Part Time Regular Object Code 114 ☐ 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)***

Request a recalssification on position from Division Manager II Grant Accounting to Division Mananger III. Salary increase base on the 2026 Grade and Step Salary Schedule, from Grade 16 step 5 to Grade 18 step 2.

Ongoing funding is available and permissible under the grant requirements.

Department Head ____ Date: 09/10/2026

Department of Human Resources ____ Date ____

HR Form: 028
Revised: 08/03/2022

COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION ANALYSIS FORM

Employee Name: Cecilia Carrillo

Department Name: CSA

Current Position Title: Division Manager II Grant Accounting

Current Grade/Step: 16 / 5 Current Salary: $ 86,050.00

Proposed Position Title: Division Manager III

Proposed Grade/Step: 18 / 2 Proposed Salary: $ 90,860.00

RECLASSIFICATION DEFINITION *– Policy Sections (3.23 and 6.28): Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade until salary grades are established, a change in salary. (Amended March 6, 2008)*

1. WHAT INCREASE IN RESPONSIBILITY AND WHAT ADDITIONAL DUTIES HAVE BEEN ASSIGNED TO THE EOMPLOYEE?
Please list the new responsibilities/duties in the section below:

Please see attached document.

2. EXPLAIN THE REASON IT BECAME NECESSARY TO INCREASE THE LEVEL OF RESPONSIBILITY AND THE NEED TO ASSIGN ADDITIONAL RESPONSIBILITIES/DUTIES TO THE EMPLOYEE.
Please describe clearly and in detail the reason for these changes:

Please see attached document.

County of Hidalgo
DEPARTMENT OF HUMAN RESOURCES

3. FOR HOW LONG (WEEKS/MONTHS) HAS THE EMPLOYEE BEEN ASSIGNED THESE DUTIES? IS THIS A PERMANENT CHANGE TO THE EMPLOYEE'S JOB?

Please specify in detail below:

The employee has been assigned to these duties for the past 3 years and these changes will be permanent.

Supervisor's signature — Date: 09/10/2026

Department Head signature — Date: 09/10/2026

DEPARTMENT OF HUMAN RESOURCES ONLY:

FINDINGS:

RECOMMENDATIONS:

Human Resources Director

Date

TO: Jaime R. Longoria, Director
FROM: Cecilia Carrillo, Division Manager II – Accounting Grants
DATE: August 28, 2026
SUBJECT: Formal Request for Job Classification Review – Fiscal Management Position

Dear Mr. Longoria:

I am respectfully requesting a formal job audit and classification review of my position as Division Manager II overseeing the Fiscal Department of the Hidalgo County Community Service Agency.

I am making this request based upon the actual duties and responsibilities currently assigned to and performed by this position, including the scope of fiscal management, complexity of work, level of independent judgment, complex accounting knowledge, regulatory interpretation, internal-control responsibility, audit responsibility, supervisory responsibility, and organizational impact.

My objective is not simply to request a salary adjustment. I am requesting that the County objectively determine whether the current classification accurately reflects the level and scope of work actually being performed.

I oversee the Agency's Fiscal Department, which encompasses multiple critical fiscal functions, including:

- Payroll
- Procurement
- Accounts payable
- Accounts receivable
- Accounting
- Cash receipts
- Budget development and monitoring
- Budget amendments
- Financial forecasting
- Financial reporting
- Financial statement preparation
- Cash management
- Cost allocation
- Grant fiscal compliance
- External audit coordination
- Federal and state monitoring reviews
- Single Audit compliance

I supervise six employees and coordinate fiscal activities across these functional areas.

The Fiscal Department provides financial oversight for the Agency as a whole. My responsibilities therefore extend beyond supervision of an individual accounting function and encompass agency-wide fiscal management and financial accountability.

A significant component of my position is the interpretation and application of requirements associated with multiple federal, state, and grant funding sources.

This includes, but is not limited to:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Texas Uniform Grant Management Standards (UGMS)
- Grant-specific requirements
- Federal and state reporting requirements
- Allowable and unallowable cost requirements
- Documentation requirements
- Cost allocation requirements
- Federal and state monitoring requirements
- Single Audit requirements
- Applicable federal and state regulations

My responsibility extends beyond processing transactions.

I am responsible for understanding how these requirements apply to the Agency's operations and ensuring that appropriate fiscal processes are established, implemented, monitored, and followed.

This requires independent judgment to interpret regulatory requirements and determine how they should be applied to the Agency's specific circumstances.

I am responsible for reviewing, interpreting, coordinating, and responding to correspondence from federal, state, and other regulatory and funding agencies concerning the Agency's fiscal operations, grants, financial reporting, and compliance.

This includes correspondence from agencies such as:

- Internal Revenue Service (IRS)
- U.S. Department of Health and Human Services (HHS)
- Corporation for National and Community Service (CNCS/AmeriCorps)
- Texas Department of Housing and Community Affairs (TDHCA)
- Other applicable federal and state funding and regulatory agencies

These responsibilities require me to review the substance of agency correspondence, identify the applicable accounting, fiscal, grant, or regulatory requirements, research the appropriate response, coordinate with Agency personnel when necessary, and provide accurate and timely responses.

Such correspondence may concern financial activity, grant expenditures, payroll, allowable costs, reporting requirements, documentation, budgets, compliance requirements, corrective actions, and other matters affecting the Agency's fiscal operations.

This responsibility is not merely administrative correspondence. It requires me to understand the underlying accounting and regulatory requirements in order to determine the appropriate response and ensure that information provided to external agencies is accurate, supported, and consistent with applicable requirements.

I develop, revise, and establish internal fiscal processes to strengthen internal controls and maintain appropriate segregation of duties.

This includes evaluating existing processes, identifying control weaknesses, determining appropriate corrective measures, and developing procedures to address financial and compliance risks.

My responsibilities include establishing checks and balances and ensuring that fiscal processes provide appropriate accountability while remaining consistent with federal, state, County, and grant requirements.

This work requires more than following established procedures. It requires me to determine when procedures need to be changed or strengthened and to develop processes that address the Agency's specific operational and compliance requirements.

I provide direct technical accounting oversight for the Agency's financial records.

My responsibilities include:

- Reviewing the general ledger
- Reviewing accounting activity
- Preparing adjusting journal entries
- Preparing reclassification entries
- Reviewing employees' journal entries
- Reviewing cash receipts
- Analyzing account activity
- Identifying and correcting accounting errors
- Reviewing account classifications
- Reviewing transactions charged to various funding sources
- Ensuring transactions are properly supported and documented
- Reviewing the effect of accounting activity on financial reports

The preparation of adjusting and reclassification entries requires professional accounting judgment because I must evaluate the underlying transaction and determine the appropriate accounting treatment and its effect on the Agency's financial records and reporting.

I train fiscal employees on the Agency's MIP accounting software system so they understand how dates, transactions, reports, and the various MIP modules interact and affect the Agency's different fiscal processes.

My training goes beyond teaching employees how to enter transactions. I explain how activity entered into one area of the system can affect the general ledger, financial reports, reconciliations, budgets, grant reporting, and other fiscal functions.

This requires an understanding of the relationship between the Agency's accounting system, fiscal processes, internal controls, and financial reporting.

My responsibility is therefore both instructional and technical and requires me to understand the underlying accounting impact of system activity and communicate that knowledge to fiscal employees.

I review financial reports prepared on a monthly, quarterly, and semi-monthly basis.

My responsibilities include reviewing reports for:

- Accuracy
- Proper account classification
- Consistency with the general ledger
- Funding-source activity
- Budgetary activity
- Reasonableness
- Supporting documentation
- Compliance with established fiscal procedures

I developed reports to track monthly projections compared with actual financial activity and developed balance sheet and revenues-and-expenditures reports to provide management with information regarding the Agency's financial position and financial performance.

These responsibilities require financial analysis and interpretation rather than simply producing reports.

I am responsible for reviewing and processing **year-end accounting transactions necessary to support compliance with Generally Accepted Accounting Principles (GAAP)** and the accurate presentation of the Agency's financial position and financial activity.

This includes analyzing year-end transactions and determining the appropriate accounting treatment, including necessary adjusting and reclassification entries and other year-end closing activity.

I review year-end activity to ensure that revenues, expenditures, assets, liabilities, and other financial activity are appropriately recorded in the correct accounting period and properly reflected in the Agency's financial records and financial statements.

This responsibility requires consideration of:

- GAAP requirements
- Proper accounting periods
- Accruals and year-end adjustments
- Revenue and expenditure recognition
- Account classification
- General ledger accuracy
- Grant and funding-source requirements
- Financial statement presentation
- Supporting documentation
- Audit requirements

Year-end accounting requires professional accounting judgment because transactions must be evaluated to determine their appropriate treatment and impact on the Agency's financial statements.

I oversee agency-wide budget monitoring and financial forecasting.

My responsibilities include:

- Monitoring expenditures against approved budgets
- Preparing budget amendments
- Forecasting financial activity
- Reviewing projected expenditures
- Developing monthly projection-to-actual reports
- Analyzing budget-to-actual results
- Monitoring grant expenditures
- Identifying potential financial issues
- Evaluating funding availability
- Providing management with financial information for decision-making

These responsibilities directly affect the Agency's ability to manage available funding and remain within applicable budget and grant restrictions.

Because the Agency receives funding from multiple sources, I am responsible for the annual updating and administration of the Agency's cost allocation processes.

This requires analysis of Agency costs and activities and application of appropriate allocation methodologies to ensure that costs are properly assigned to applicable funding sources.

Cost allocation directly affects:

- Grant compliance
- Allowability of costs
- Financial reporting
- Federal and state reporting
- Audit support
- Agency budgeting
- Funding-source accountability

This responsibility requires an understanding of the relationship between Agency operations, funding sources, allowable costs, and applicable federal and state requirements.

I work closely with the Auditor's Office and external auditors throughout the Agency's external and extended audit process.

My responsibilities include:

- Coordinating audit requests
- Provide accurate trial balances- 60 trial balances
- Providing supporting documentation
- Reviewing financial information requested by auditors
- Researching applicable accounting and grant requirements
- Addressing auditor questions
- Coordinating responses with Agency personnel
- Assisting with corrective actions
- Following up on audit-related matters
- Supporting federal and state monitoring reviews
- Supporting Single Audit compliance

The position requires coordination of substantial volumes of audit documentation and requests.

I must understand not only what information auditors are requesting, but why the information is required, what documentation supports the transaction, and how applicable accounting and grant requirements affect the Agency's response.

The Agency's audit history demonstrates the complexity of the fiscal environment in which this position operates.

Significant audit matters have included payroll cost allocation, federal grant compliance, cash management, bank reconciliations, year-end closing, internal controls, fixed assets, and other fiscal processes.

For example, the 2017 audit identified payroll-related deficiencies involving the allocation of payroll costs among grant programs, including exceptions involving timesheets, payroll allocations, pay rates, hours, accrued leave, and payroll percentages. The finding was also identified as a repeat finding from prior years.

Subsequent audit matters included federal cash-management requirements and procedures concerning interest earned on federal funds.

The 2021 audit identified payroll cost-allocation issues involving CEAP and CSBG and required stronger controls to ensure that payroll costs were properly supported and allocated to the appropriate programs.

The 2022 audit included findings concerning bank reconciliations and the year-end closing process.

These matters demonstrate that the Fiscal Department is responsible for much more than routine transaction processing. The Department must develop, implement, monitor, and strengthen fiscal controls and procedures necessary to maintain compliance and accurate financial reporting.

The subsequent corrective-action and follow-up process also demonstrates the importance of the Fiscal Department's responsibilities in implementing corrective measures and strengthening fiscal processes.

Area	Current Responsibility
Fiscal Management	Agency-wide fiscal oversight
Accounting	Governmental and grant accounting oversight
General Ledger	Review and analysis of general ledger activity
Journal Entries	Preparation and review of adjusting, end of year and reclassification entries
Payroll	Oversight of payroll and payroll-related compliance
Procurement	Oversight of fiscal procurement processes
Accounts Payable/Receivable	Agency-wide oversight

Area	Current Responsibility
Cash Receipts	Review and oversight
Budget	Budget monitoring and amendments
Forecasting	Monthly projections, monthly, quarterly and semi-annual forecasting
Financial Reporting	Monthly, quarterly and semi-monthly reporting
Financial Statements	Preparation/review and year-end accounting
GAAP	Year-end accounting transactions and financial statement compliance
Cost Allocation	Annual agency-wide cost allocation
Grant Compliance	Federal and state grant fiscal compliance
Regulatory Interpretation	2 CFR Part 200, UGMS and grant-specific requirements
Internal Controls	Development, revision and implementation
Segregation of Duties	Development and monitoring
MIP System	Employee training and technical accounting-system oversight
External Audit	Coordination and fiscal oversight
Single Audit	Federal compliance and audit support
Monitoring Reviews	Federal and state monitoring support
Agency Correspondence	IRS, HHS, CNCS/AmeriCorps, TDHCA and other agencies
Supervision	Six fiscal employees
Organizational Impact	Agency-wide

The combination of these responsibilities demonstrates that the position extends beyond a narrowly defined grants-accounting or accounting-supervisory function.

The position requires me to interpret regulations, determine their application, develop fiscal procedures, establish internal controls, supervise fiscal operations, analyze financial information, make accounting adjustments, oversee financial reporting, administer cost allocation, coordinate audits, respond to regulatory agencies, and provide fiscal information to Agency management.

The position therefore requires a level of independent judgment and technical expertise that affects the Agency as a whole.

The distinction is important: I am not simply responsible for ensuring that employees process transactions correctly. I am responsible for determining whether the processes themselves are appropriate, compliant, adequately controlled, and capable of producing accurate financial information.

Based upon the actual duties and responsibilities currently assigned to and performed by this position, I respectfully request that Hidalgo County conduct a formal classification review.

I am not requesting that the position be evaluated solely on workload, years of experience, or volume of transactions.

I am requesting that the County evaluate the level and complexity of the work itself.

The classification review should consider:

- Scope of responsibility
- Complexity of work
- Level of independent judgment
- Technical accounting knowledge
- Regulatory interpretation
- Federal and state grant compliance
- Internal-control responsibility
- Audit responsibility
- Financial accountability
- Supervisory responsibility
- Agency-wide organizational impact
- Actual duties currently performed

The position should be evaluated based upon the work actually being performed, rather than solely upon the existing title or historical description of the position.

The responsibilities assigned to this position require substantially more than routine accounting or transaction processing.

I am responsible for overseeing the Agency's fiscal operations; interpreting federal and state requirements; establishing and strengthening internal controls; overseeing payroll, procurement, accounts payable, accounts receivable, accounting, budgeting, forecasting, and financial reporting; reviewing the general ledger; preparing adjusting and reclassification entries; reviewing employee journal entries and cash receipts; reviewing monthly, quarterly, and semi-monthly reports; overseeing year-end accounting activity necessary for GAAP compliance; administering cost allocation; training fiscal employees on the MIP accounting system; responding to federal and state agencies; and coordinating external audits and monitoring reviews.

These responsibilities require professional accounting knowledge, independent judgment, regulatory interpretation, financial analysis, internal-control expertise, audit knowledge, grant-compliance knowledge, and agency-wide fiscal accountability.

The breadth and complexity of these responsibilities, combined with the level of independent judgment required, warrant an objective evaluation of whether the current Division Manager II classification accurately reflects the position.

I respectfully request that the County conduct a formal job audit and classification review to determine whether the position is appropriately classified or whether its duties more accurately correspond with Division Manager III, Assistant Director, Director, or another appropriate higher-level fiscal-management classification.

I appreciate the opportunity to serve Hidalgo County Community Service Agency and take pride in the fiscal responsibilities entrusted to me. My objective is to ensure that the classification of my position accurately reflects the work currently required, the level of responsibility assigned, the technical expertise required, and the financial and organizational accountability entrusted to the position.

Thank you for your consideration of this request.

Respectfully,

Cecilia Carrillo
Division Manager II – Grants Accounting
Hidalgo County Community Service Agency

Hidalgo County Community Service Agency

Audit Year	Findings
2017	Yes
2018	Yes
2019	No
2020	No
2021	Yes
2022	Yes
2023	No
2024	No
2025	No

Question 2.

The level of responsibility associated with this position has increased due to the expansion of the employee's management, administrative, operational, and programmatic responsibilities. The employee is currently performing duties that require a greater level of independent judgment, decision-making, oversight, and accountability than those typically associated with the Division Manager II Accounting Grants classification.

Additional responsibilities have been assigned to the position as a result of increased program and operational demands, including greater responsibility for daily operations, coordination of multiple program activities, monitoring of compliance with applicable County, State, and Federal requirements, and ensuring that program goals, performance measures, policies, and procedures are effectively implemented.

The position has also assumed an increased role in maintaining program compliance, preparing for and responding to monitoring activities and audits, reviewing documentation, identifying potential issues, and implementing corrective measures when necessary. Since 2023, the organization has successfully maintained a record of **zero audit findings**, reflecting the continued effectiveness of its oversight, compliance practices, internal controls, and administrative processes.

The employee's responsibilities also include reviewing and resolving complex operational issues, making recommendations to management, coordinating with internal and external stakeholders, monitoring resources and expenditures, and ensuring that assigned programs and services are administered efficiently and in accordance with applicable requirements.

The expanded scope and complexity of these duties require a higher level of leadership, accountability, problem-solving, compliance oversight, and independent decision-making. Reclassification to Division Manager III is therefore warranted to appropriately reflect the current level of responsibility, authority, complexity, and accountability associated with the position.

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: 08/31/2026

Current Slot No.: 0013

Department Name: Community Service Agency

Current Position Title: RSVP Area Coordinator

Department No.: 901-033

Requested Position Title: RSVP Area Coordinator

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☑ Position Reclassification ☐ Other ____

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 31,325.00	$ 34,861.00	$ 3,536.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 3,536.00

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

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)***

Adjust the salary for the position of RSVP Area Coordinator, currently at Grade 6 Step 1 of the 2024 Grade and Step Salary Schedule, to Grade 6, Step 1 in accordance with the 2026 Grade and Step Salary Schedule, with an annual salary increase to $34,861.00.
Ongoing funding is available and permissible under the grant requirements.

Department Head ____ Date 8/25/26

Department of Human Resources ____ 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: 08/31/2026
Current Slot No.: 0014
Department Name: Community Service Agency
Current Position Title: RSVP Area Coordinator
Department No.: 901-033
Requested Position Title: RSVP Area Coordinator

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

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 32,891.00	$ 34,861.00	$ 1,970.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 1,970.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☑ Current Department Budget
☐ Salary Adjustment
☐ Annual Budget Cycle
☐ Other
☐ Will Require Additional Funds

POSITION TYPE: ☑ Full Time Regular Object Code 113 ☐ Full Time Temporary Object Code 121 ☐ Part Time Regular Object Code 114 ☐ 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)***

Adjust the salary for the position of RSVP Area Coordinator, currently at Grade 5 Step 3 of the 2025 Grade and Step Salary Schedule, to Grade 6, Step 1 in accordance with the 2026 Grade and Step Salary Schedule, with an annual salary increase to $34,861.00.
Ongoing funding is available and permissible under the grant requirements.

Department Head ______ Date 8/25/26

Department of Human Resources ______ Date ______

HR Form: 028
Revised: 08/03/2022

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: 08/31/2026
Current Slot No.: 0001 SCP
Department Name: Community Service Agency
Current Position Title: Senior Companion Recruiter-Mananger
Department No.: 901-033
Requested Position Title: Senior Companion Recruiter-Manager

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☑ Position Reclassification ☐ Other ______

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 32,892.00	$ 34,861.00	$ 1,969.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 1,969.00

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)***

Adjust the salary for the position of Senior Companion Recruiter Manager , currently at Grade 5 Step 1 of the 2026 Grade and Step Salary Schedule, to Grade 6, Step 1 in accordance with the 2026 Grade and Step Salary Schedule, with an annual salary increase to $34,861.00.
Ongoing funding is available and permissible under the grant requirements.

Department Head ______ Date 8/25/26

Department of Human Resources ______ Date ______

HR Form: 028
Revised: 08/03/2022

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: 08/31/2026
Department Name: Community Service Agency
Department No.: 901-033

Current Slot No.: 0002 SCP
Current Position Title: Senior Companion Recruiter-Mananger
Requested Position Title: Senior Companion Recruiter-Manager

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☑ Position Reclassification ☐ Other ______

SALARY REQUEST:	$ 36,218.00 Current Budgeted Amount	$ 38,651.00 Proposed Budgeted Amount	$ 2,433.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 2,433.00

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   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)***

Adjust the salary for the position of Senior Companion Recruiter Manager , currently at Grade 6 Step 4 of the 2025 Grade and Step Salary Schedule, to Grade 6, Step 4 in accordance with the 2026 Grade and Step Salary Schedule, with an annual salary increase to $38,651.00.
Ongoing funding is available and permissible under the grant requirements.

Department Head ______ Date 8/25/26

Department of Human Resources ______ 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: 08/31/2026

Current Slot No.: 0001 FGP

Department Name: Community Service Agency

Current Position Title: Foster Grandparent Recruiter-Mananger

Department No.: 901-033

Requested Position Title: Foster Grandparent Recruiter-Manager

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

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 35,545.00	$ 37,344.00	$ 1,799.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 1,799.00

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

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)***

Adjust the salary for the position of Foster Grandparent Recruiter Manager , currently at Grade 6 Step 3 of the 2025 Grade and Step Salary Schedule, to Grade 6, Step 3 in accordance with the 2026 Grade and Step Salary Schedule, with an annual salary increase to $37,344.00.
Ongoing funding is available and permissible under the grant requirements.

Department Head ____ Date 8/25/26

Department of Human Resources ____ Date ____

HR Form: 028
Revised: 08/03/2022

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: 08/31/2026
Department Name: Community Service Agency
Department No.: 901-033

Current Slot No.: 0007
Current Position Title: Executive Assistant II
Requested Position Title: Executive Assistant II

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☑ Position Reclassification ☐ Other ______

SALARY REQUEST: $ 58,573.00 Current Budgeted Amount | $ 64,001.00 Proposed Budgeted Amount | $ 5,428.00 Net Change

SALARY REQUEST: ______ Current Budgeted Amount | ______ Proposed Budgeted Amount | $ 0.00 Net Change

TOTAL BUDGETARY IMPACT: $ 5,428.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:
☑ Current Department Budget
☐ Salary Adjustment
☐ Annual Budget Cycle
☐ Other ______
☐ Will Require Additional Funds

POSITION TYPE:
☑ Full Time Regular Object Code 113
☐ Full Time Temporary Object Code 121
☐ Part Time Regular Object Code 114
☐ 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

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)***

Adjust the salary for the position of Executive Assistant II, currently at Grade 13, Step 1, to Grade 13, Step 3, with an annual salary increase to $64,001.00, in accordance with the 2026 Grade and Step Salary Schedule.

Ongoing funding is available and permissible under the grant requirements.

Department Head ______ Date 8/25/26

Department of Human Resources ______ Date ______

HR Form: 028
Revised: 08/03/2022