



DEPARTMENT OF HUMAN RESOURCES

505 S. McColl Rd, Suite A • Edinburg, Texas 78539 • (956) 318-2660

CHANGE OF STATUS FORM

SECTION I: EMPLOYEE DATA

Employee Name: MARIA GARZA SS No. (Last 4 digits): 8408 Employee No.: 2028
Original Hire Date: 08/25/2014 Temporary Hire Date: _____ Longevity Eligibility Date: 01/01/2020 EFFECTIVE DATE: 09/21/2026

SECTION II: CURRENT DATA

Department Name: CSA Program/Division: _____ Department No.: 901
Position Title: MANAGER ADMINISTRATIVE OPERATIONS Grade: _____ Step: _____ Slot No.: 0002 Budgeted Amount: \$ 86,050.00
Workers Comp Code: 8810 Law Enforcement _____ Employee Type: Regular F/T ☒ Regular P/T _____ Temporary F/T _____ Temporary P/T _____
FLSA Status: Exempt _____ Non-Exempt ☒ Regular P/T - Budgeted Weekly Hours _____
Civil Service Status: Exempt _____ Non-Exempt ☒ Temporary - Total Budgeted Hours _____
Safety Sensitive: Yes _____ No ☒ EMPLOYEE PROGRAMS

Actual Salary Amount: \$ 86,050.00

(DISTRIBUTION GROUP CODES: 01-Base Pay 03-Auto Allowance 04-Longevity 08-Interpreter 09-Clothing Allowance 11-Supplemental)

Dist. Group	Account No.	Percent	Annual Amt.	Bi-Weekly Amt.	Hourly Amt.
01	25.01.1011	55	\$ 47,327.50		
01	26.36.1011	40	\$ 34,420.00		
01	00.70.1011	5	\$ 4,302.50		
04	25.01.1011	55	\$ 660.00		
04	26.36.1011	45	\$ 540.00		

BUDGET & MGMT

SECTION III: NEW DATA

Department Name: CSA Program/Division: _____ Department No.: 901
Position Title: MANAGER ADMINISTRATIVE OPERATIONS Grade: _____ Step: _____ Slot No.: 0002 Budgeted Amount: \$ 92,050.00
Workers Comp Code: 8810 Law Enforcement _____ Employee Type: Regular F/T ☒ Regular P/T _____ Temporary F/T _____ Temporary P/T _____
FLSA Status: Exempt _____ Non-Exempt ☒ Regular P/T - Budgeted Weekly Hours _____
Civil Service Status: Exempt _____ Non-Exempt ☒ Temporary - Total Budgeted Hours _____
Safety Sensitive: Yes _____ No ☒ TREASURER'S

Actual Salary Amount: \$ 92,050.00

(DISTRIBUTION GROUP CODES: 01-Base Pay 03-Auto Allowance 04-Longevity 08-Interpreter 09-Clothing Allowance 11-Supplemental)

Dist. Group	Account No.	Percent	Annual Amt.	Bi-Weekly Amt.	Hourly Amt.
01	26.01.1011	55	\$ 50,804.93		
01	26.36.1011	40	\$ 36,942.57		
01	00.70.1011	5	\$ 4,302.50		
04	26.01.1011	55	\$ 660.00		
04	26.36.1011	45	\$ 540.00		

PAYROLL

ENTD: _____ VER: _____

SECTION IV: REASON FOR CHANGE

____ Hire _____ Resignation _____ Layoff _____ Promotion _____ FMLA _____ W/C _____ Intermittent _____ Full-Time
____ Re-Hire _____ Retirement _____ Termination _____ Demotion _____ Leave of Absence _____ W/C _____
____ Probation/New Hire (Select One): _____ Retain _____ Dismiss _____ Military Leave _____ With Pay _____ Without Pay
____ Allowance (Select One): _____ Longevity _____ Auto _____ Interpreter _____ Clothing _____ Disciplinary Probation _____
____ Supplemental (Select One): _____ Education ☒ Certification _____ Assignment _____ Other _____ Disciplinary Suspension _____ With Pay _____ Without Pay
____ Transfer (Select One): _____ Promotion _____ Demotion _____ Lateral _____ Administrative Leave _____ With Pay _____ Without Pay

____ Other (Please Explain) _____ CCAP CERTIFICATION

Ongoing funding is available and permissible under the grant requirements.

Start Date _____ End Date _____

Other (Please Explain) _____

SECTION V: APPROVAL AND SIGNATURE OF OFFICIALS

Maria Garza
Preparer

09/09/2026
Date

Budget Officer

Date

[Signature]
Department Head

09/09/2026
Date

County Treasurer

Date

Director, Department of Human Resources

Date

FOR HR USE ONLY:

The Promise of Community Action

Community Action
changes people's lives,
embodies the spirit of hope,
improves communities,
and makes America
a better place to live.

We care about
the entire community,
and we are dedicated
to helping people
help themselves
and each other.

National Community Action Partnership



The National Community Action Partnership
recognizes

MARIA GARZA

as a
CERTIFIED COMMUNITY ACTION PROFESSIONAL
"CCAP"

for demonstrating knowledge of, and ability to apply knowledge in,
Community Action Vision and Values, History, Traditional Management,
Effective Leadership, and Theories and Approaches to Addressing Poverty.

2026 - 2030

Paul Dole, CCAP
Chair CCAP Commission

Denise Harlow, CCAP
CEO, National Community Action Partnership