



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: 09/21/2026 Current Slot No.: 1240129
Department Name: Hidalgo County Precinct 4 Current Position Title: _____
Department No.: 124 Requested Position Title: Mechanic II

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

SALARY REQUEST: \$ 20,332.00 \$ 20,332.00
Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 20,332.00

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:**

09/29/2026 03/29/2027 07:00 am - 04:00 pm 40 26
Start Date End Date Work Schedule Hours per Week No. of Weeks
Annual Salary 40662 Hourly Rate \$ 19.55
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate
26 40 1,040 \$ 19.55 \$ 20,332.00
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)

Approval to create a temporary full time position from 9/29/26-3/29/27.

Department Head

Department of Human Resources

Date

Date