



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: 09/25/2026 Current Slot No.: 2500031
Department Name: Urban County Current Position Title: _____
Department No.: 0250 Requested Position Title: Division Manager II

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

SALARY REQUEST: _____
Current Budgeted Amount \$ 75,263.00 Proposed Budgeted Amount \$ 75,263.00
Net Change

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

TOTAL BUDGETARY IMPACT: \$ 75,263.00

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 **FLSA:** ☐ Exempt
☐ Non-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)

Division manager II will oversee various staff/ projects outside of CDBG funding. The position is imperative to grant management, compliance, and overall operations. This position is deemed critical due to the increasing number of non-CDBG grant funding (State Grants including in part: TDA, GLO, HUD Earmarks) received by both Hidalgo County and various cities.

Joel Rivera
Department Head
[Signature]
Department of Human Resources

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