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: 10/30/2026 | Current Slot No.: 1150073

Department Name: Hurricane Preparedness | Current Position Title: Truck Driver I

Department No.: 115-094 | Requested Position Title: Truck Driver I

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

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 0.00	$ 7,732.40 (40)	$ 7,732.40 (40)
SALARY REQUEST:	$ 0.00	$ 0.00	$ 0.00

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TOTAL BUDGETARY IMPACT: $ 7,732.40 (40)

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
12/01/2026	02/28/2027	Monday - Friday, 8am-5pm	40	13

Annual Salary $30,934.00 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate $ 14.8721

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No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary
13	40	520	$ 14.8721	$ 7,732.40 (39)

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: ***(Explain why position or adjustment request is essential)***

Requesting to extend Truck Driver I beginning 12/01/2026 through 02/28/2027.

Department Head — Date: 10/30/26

Department of Human Resources — Date: 10/30/26