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.: 1500018

Department Name: County Treasurer Current Position Title: _____

Department No.: 150 Requested Position Title: Payroll Clerk II

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

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	$20,331.00	~~$ 0.00~~ $20,331.00
SALARY REQUEST:	_____	_____	$ 0.00

28

TOTAL BUDGETARY IMPACT: ~~$ 0.00~~ $20,331.00

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
11/10/2026	05/07/2026	Monday - Friday	40	~~24~~ 26

Annual Salary $40,662.00 (Step 1 Salary / 2,080 Hours Per Year = Hourly Rate) Hourly Rate ~~$ 19.55~~ 19.490

28

No. of Weeks		Hours per Week	=	Total Hours		Hourly Rate	=	Budgeted Salary
~~24~~ 26	x	40	=	~~960~~ 1040	x	~~$ 19.55~~ 19.490	=	~~$ 18,768.00~~ $20,330.96

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

Increased workload and responsibilities resulting from the implemention of Linq to Tyler and from and TAPP to UKG, additional support is also required for scanning, organizing, reviewing, and accurately filing department records and documents.

Department Head — Date: 10/30/2026

Department of Human Resources — Date: 10/30/2026

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: 10/30/2026 Current Slot No.: 1500019

Department Name: County Treasurer Current Position Title: _____

Department No.: 150 Requested Position Title: Accountant Clerk I

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

SALARY REQUEST: _____ (Current Budgeted Amount) $17,431.00 (Proposed Budgeted Amount) ~~$ 0.00~~ $17,431.00 (Net Change) 28

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

TOTAL BUDGETARY IMPACT: ~~$ 0.00~~ $17,431.00

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:**

11/10/2026	05/07/2026	Monday - Friday	40	~~24~~ 26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks

28

Annual Salary $34,861.00 Hourly Rate $ 16.7601

Step 1 Salary / 2,080 Hours Per Year = Hourly Rate

~~24~~ 26	40	~~960~~ 1040	$ 16.7601	~~$ 16,089.00~~ $17,430.50
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)***

Increased workload and responsibilities resulting from the implemention of the Tyler system, the transition to the new banking system, and additional duties associated with the year end financial processes.

W. L. Leo

Department Head

10/30/2026

Date

Department of Human Resources

10/30/26

Date

HR Form: 028
Revised: 08/03/2022