



# Bulletin

*Department of Human Resources*

**2016**

208 W. Cano Street • Edinburg, Texas • Phone: (956) 318-2660 • Fax: (956) 318-2669 • co.hidalgo.tx.us

## **Elected Officials, Appointed Officials and Department Heads**

**Subject:** 2016 Budget Process - Personnel Requests

**Date Issued:** June 24, 2015

**Number:** 2016-2

---

On May 5, 2015 HR Bulletin no. 1 was issued providing instructions and direction for requesting personnel related changes to the 2016 Budget Process. PAR forms submitted by various departments have been received and are currently being reviewed by our department. The following provides guidance on necessary information that will assist departments and Human Resources with the 2016 personnel request process as well as upcoming events:

### **Reclassification Analysis Form:**

A reclassification analysis form has been developed, so that departments can explain and justify the need for any reclassification requests that have been submitted. Departments can find the form and the instructions at the Hidalgo County Official website under Human Resources policies and forms in the employee only menu. Please follow the instructions, complete and submit the form to the Human Resources Department.

### **New Additional Positions:**

Departments which have requested new additional positions should prepare their own documentation to justify the need for new additional positions. This documentation may include workload data and analysis, legal or other regulatory requirements that explain the need, or other organizational factors that impact department operations.

### **Department Meetings:**

In an effort to allow the Department of Human Resources to provide appropriate personnel recommendations to Commissioners Court, individual meetings will be scheduled with departments to further discuss their request. Tentative schedule will be provided at a later date. Furthermore, we will coordinate with the Department of Budget and Management to include at minimum one workshop dedicated for presentations of personnel requests.

The Department of Human Resources will continue to be available to provide assistance and support, relating to personnel requests. If you have questions, or need additional information, please contact Raul Silguero, Jr. at extension 4904, or Esther Cortez at extension 4908.