



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health + Human Services

DATE: 3.20.08

CURRENT POSITION TITLE: _____

CURRENT SLOT.#:
340-008-0109

REQUESTED POSITION TITLE:
(For new positions or reclassifications) RN

REQUEST FOR:

- New Position Temporary Position Position Reclassification*

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 55,167.00 \$ 55,167.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds ^{PC}
- Other _____

POSITION Type:

- Full Time Employee Object 113 Part Time Employee Object 114 _____
- Full Time Temporary Object 121 Part Time Temporary Object 122 _____
- Enter hourly rate for temp. positions
\$ _____
Hourly Rate / 2,080 hrs. per year

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- | | | | |
|-----------------------|-------------------------------------|--------------|-------------------------------------|
| CIVIL SERVICE: | | FLSA: | |
| Exempt | <input type="checkbox"/> | Exempt | <input checked="" type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | <input type="checkbox"/> |
| N/A | <input type="checkbox"/> | | |

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

An increase in tuberculosis related activity during the past two years has resulted in a need for additional Registered Nurses within our TB clinic

NEW POSITION: Brief job description and attach a copy of the new job description.

See attached documents




POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>3/24/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		<u>3/27/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		<u>3/28/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health & Human Services DATE: 3-20-08

CURRENT POSITION TITLE: _____ CURRENT SLOT. #: 340-009-0110

REQUESTED POSITION TITLE:
(For new positions or reclassifications) RN

REQUEST FOR:

- New Position Temporary Position Position Reclassification*

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 55,167.00 \$ 55,167.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

- Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate / 2,080 hrs. per year

TEMPORARY POSITIONS:

Start Date _____ End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration (2 weeks, 3 months, etc.) _____

- CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
An increase in tuberculosis related activity during the past two years has resulted in a need for additional Registered Nurses within our TB clinic.

NEW POSITION: Brief job description and attach a copy of the new job description.

See attached documents.



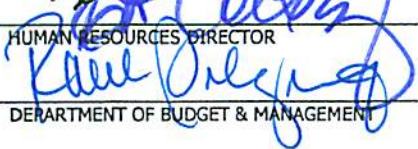
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>3/24/08</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>3/27/2008</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>3/28/2008</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			