



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

see attached job description

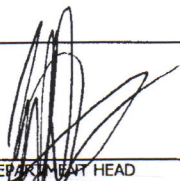

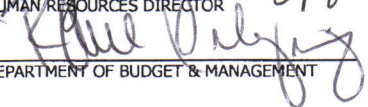
**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**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.		3-10-2010	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		03.19.10	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		3/19/10	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



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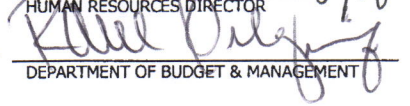
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- |    |   |           |                                   |   |                             |
|----|---|-----------|-----------------------------------|---|-----------------------------|
| 1. |  | 3-10-2010 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | DATE      |                                   |   |                             |
| 2. |  | 03-19-10  | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | DATE      |                                   |   |                             |
| 3. |  | 3/19/10   | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | DATE      |                                   |   |                             |
| 4. | COMMISSIONERS COURT APPROVAL  | DATE      |                                   |   |                             |



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** Health & Human Services - 340

**DATE:** 3-10-2010

**CURRENT POSITION TITLE:**

**CURRENT SLOT. #:** 0010, 0011, 0012

**REQUESTED POSITION TITLE:** Influenza <sup>Data</sup> Surveillance Technician <sub>pc</sub>  
 (For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ \_\_\_\_\_ \$ 27,985.00 \$ 27,985.00  $\times 3 =$  \$83,955.00  
31,152.00      34,152.00      <sub>pc</sub>  
 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 100% DSHS Grant funds

**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 = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**  
 Exempt       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

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

The Department of State Health Services has provided us funds to hire <sup>3</sup> an Influenza <sup>Data</sup> Surveillance Technician <sup>S</sup> to become <sup>S</sup> staff member within our Public Health Emergency Response (PHER) Program. The new position will be 100% funded by DSHS and this is to request approval by Commissioner's Court to initiate the hiring process.

*pc*

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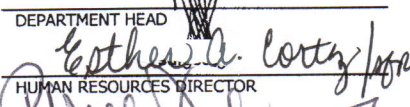
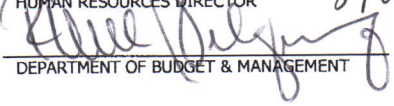
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