



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: WIC DEPARTMENT/ 350
1-1292-441-00-350-001-1

DATE: 01-4-2011

CURRENT POSITION TITLE:

CURRENT SLOT. #: 001-237

REQUESTED POSITION TITLE: LVN I
 (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: \$ 0.00
 \$ 34,360.00
 \$ 34,360.00
Current Budgeted Salary Proposed Budgeted Salary Net Change
(Grade 9-step 1) *(Grade 9-step 1)*

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 _____
Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
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: | | FLSA: | |
| Exempt | <input type="checkbox"/> | Exempt | <input type="checkbox"/> |
| Non-Exempt | <input checked="" type="checkbox"/> | Non-Exempt | <input checked="" type="checkbox"/> |
| N/A | <input type="checkbox"/> | | |

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

Need LVN for WIC certifications in Starr County.

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

See attached

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

N/A

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

GRADE 9 STEP 0 \$32,642.00

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norm L. Long</u>
DEPARTMENT HEAD | <u>01-4-2011</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rios</u>
HUMAN RESOURCES DIRECTOR | <u>02-07-11</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Paul Delgado</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>02/03/2011</u>
DATE | 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: WIC Department 350
1-1292-441-00-350-001-1

CURRENT POSITION TITLE:

DATE: 01/27/11

CURRENT SLOT. #: 001-238

REQUESTED POSITION TITLE: ~~part-time custodian~~ | ~~proposed slot # 236~~
 (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: \$ 0.00
 \$ 18,564.00 ^(Grade 1-Step 1)
 \$ 18,564.00 ^(Grade 1-Step 1)
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 = Annual Salary

TEMPORARY POSITIONS:

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

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

Health Department moved out from old Pharr clinic located 1903 N. Fir and now they only have a cleaning person half day. The needs of the clinic require cleaning all day. This position will part-time and in combination with the other person that cleans will take care of clinic's needs.

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

see job description attached

POSITION RECLASIFICATION: 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

Grade 1 Step 0 part-time **\$8,818.00**

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Norma L Longoria</u>
DEPARTMENT HEAD | <u>01/27/11</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rios</u>
HUMAN RESOURCES DIRECTOR | <u>02-07-11</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Kelli Salinas</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>02/03/2011</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |