



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH - PHEP DIVISION (340-013)

DATE: 5/2/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0016

REQUESTED POSITION TITLE: STRATEGIC NATIONAL STOCKPILE COORDINATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

(GRADE 11/ STEP 1)

| | | | | | |
|----|------------------------------|----|-------------------------------|----|------------------|
| \$ | <u>0.00</u> | \$ | <u>40,078.00</u> | \$ | <u>40,078.00</u> |
| | Current G&S/ Budgeted Salary | | Proposed G&S/ 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 _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date

End Date

Working Days & Hours

Hours Per Week

Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

Essential member of the Public Health Emergency Preparedness (PHEP) for the local public health preparedness and response division.

Coordinates the development, implementation, exercise, and evaluation of the local Hidalgo County Strategic National Stockpile (SNS) Plan;

Serves as a liaison with federal, state, and local agencies in matters concerning the deployment of the SNS; Provides technical assistance and advanced consultative services for Hidalgo County Preparedness. Supports grant requirements for Contract #2011-038671 (PHEP)




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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. |  DEPARTMENT HEAD | 5/2/2012 Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | 5/11/2012 Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | 05/11/2012 Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS' COURT APPROVAL | Date | | | |