



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HUMAN SERVICES (240)

DATE: 8-21-12

CURRENT POSITION TITLE: ELIGIBILITY SPECIALIST II

CURRENT SLOT #: 28

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETE

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 27,276.00      \$ 0      \$ 27,276.00  
    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 = Annual Salary

**TEMPORARY POSITIONS:**

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

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

REQUEST TO DELETE SLOT IN ORDER TO CREATE A NEW POSITION TO MEET THE CHANGING NEEDS OF THE DEPARTMENT.

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

NA

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

NA

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

NA

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

REQUEST TO DELETE SLOT IN ORDER TO CREATE A NEW POSITION TO MEET THE CHANGING NEEDS OF THE DEPARTMENT

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<i>Darren Jaramenta</i> DEPARTMENT HEAD	8-21-12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>Essie A. Cathey</i> HUMAN RESOURCES DIRECTOR	10-15-12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	10/15/2012 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:** Human Services (240)

**DATE:** 8-21-12

**CURRENT POSITION TITLE:** Billing Specialist II

**CURRENT SLOT. #:** 0031

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

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Delete

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 24,685.00      \$ 0      \$ 24,685.00  
    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 = Annual Salary

**TEMPORARY POSITIONS:**

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

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

Request to delete slot in order to create a new position to meet the changing needs of the department

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

N/A

**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.

N/A

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

Request to delete slot in order to create a new position to meet the changing needs of the department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<i>Daniel Sarmiento</i> DEPARTMENT HEAD	8.21.12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<i>Esther A. Castañeda</i> HUMAN RESOURCES DIRECTOR	10.15.12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	10/15/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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

Perform advanced (senior-level) department coordination work planning, developing, evaluating and overseeing the 1115 medicare transformation waiver. Assist the Director with all aspects of the 1115 medicare transformation waiver duties and responsibilities.

**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.

N/A

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

The Human Services Division has almost completed year 1 of the 1115 waiver transformation and is preparing for years 2 - 5 which will require additional duties and responsibilities other than the day-to-day operations of the division. We are requesting this position to assist with the changes that have been mandated by Texas Department of Health & Human Services and the Center for Medicare and Medicaid.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. <i>Damen Simentis</i> DEPARTMENT HEAD	8-21-12 DATE	PENDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. <i>Esther A. Caty /rs</i> HUMAN RESOURCES DIRECTOR	10-10-12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3. <i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	10/15/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4. COMMISSIONERS COURT APPROVAL	DATE			