



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH PHEP DIVISION (340-013) DATE: 8/1/2014

CURRENT POSITION TITLE: PUBLIC HEALTH SPECIALIST CURRENT SLOT# : 013-0018

REQUESTED POSITION TITLE: _____ NEW SLOT # _____

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:	<u>35,391.00</u>	<u>0.00</u>	<u>(35,391.00)</u>
\$	<u>Current G&S/ Budgeted Salary</u>	\$	<u>Proposed G&S/ Budgeted Salary</u>
		\$	<u>Net Change</u>

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other F-1293, Program 013 (Public Health Emergency Preparedness)

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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

As a result of reductions in grant funding for FY 15 which starts on 09/01/14, this position can no longer be funded.

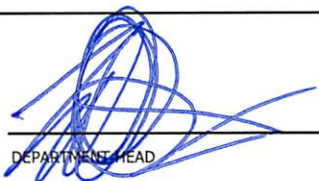

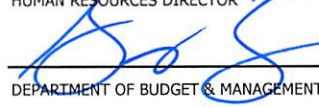
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		08/01/14	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		08.04.14	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		08/08/2014	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			