

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)




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

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

WE ARE RESTRUCTURING THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS ELIGIBILITY DIVISION. I AM REQUESTING TO CREATE AN ELIGIBILITY SPECIALIST II (SLOT 240-0037) WHICH REQUIRES MORE DUTIES AND RESPONSIBILITIES THAN AN ELIGIBILITY I.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DAIREN SARMIENTO DEPARTMENT HEAD	6-7-16 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/16/2016 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/17/2016 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
CURRENT POSITION TITLE: ELIGIBILITY SPECIALIST I

DATE: 6-7-16
CURRENT SLOT. #: 0026

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: \$ 24,810.00 \$ 0 \$ -24,810.00
 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 DELETE

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:	<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)

TO MEET THE CHANGING DEMAND OF THE DEPARTMENT. MY DEPARTMENT REQUIRES CROSS-TRAINING IN THE ELIGIBILITY DIVISION
I AM REQUESTING TO CREATE AN ELIGIBILITY II POSITION WHICH REQUIRES ADDITIONAL RESPONSIBILITIES THAN AN ELIGIBILITY I.
THEREFORE I AM REQUESTING TO DELETE SLOT 240-001-0026 AND TO CREAT SLOT 240-001-0037 ELIGIBILITY SPECIALIST II.

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)


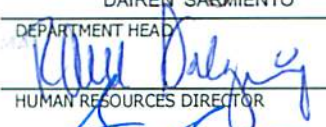

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

WE ARE RESTRUCTURING THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS ELIGIBILITY DIVISION. I AM REQUESTING TO CREATE AN ELIGIBILITY SPECIALIST II (SLOT 240-0037) WHICH REQUIRES MORE DUTIES AND RESPONSIBILITIES THAN AN ELIGIBILITY I.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DAIREN SARMIENTO	6-7-16		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/14/2016		
		DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/17/2016		
		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.

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames; • Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands;

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)

WE ARE TRYING TO RESTRUCTURE THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS OF THE ELIGIBILITY DIVISION. I AM DELETING VACANT SLOT #240-001-0025 ELIGIBILITY SPECIALIST I

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DAIREN SARMIENTO DEPARTMENT HEAD	6-7-16 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/16/2016 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/17/2016 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
CURRENT POSITION TITLE: ELIGIBILITY SPECIALIST II

DATE: 6-7-16
CURRENT SLOT. #: 0037

REQUESTED POSITION TITLE:
(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 Current Budgeted Salary \$ 28,940.00 Proposed Budgeted Salary \$ 28,940.00 Net Change
DM

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.)
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CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

TO MEET THE CHANGING DEMAND OF THE DEPARTMENT. MY DEPARTMENT REQUIRES CROSS TRAINING IN THE ELIGIBILITY DIVISION.
I AM REQUESTING TO CREATE AN ELIGIBILITY SPECIALIST II POSITION WHICH REQUIRES ADDITIONAL RESPONSIBILITIES THAN AN
ELIGIBILITY SPECIALIST I.

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

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames; • Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands;

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


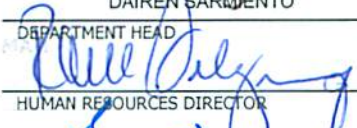

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

WE ARE TRYING TO RESTRUCTURE THE DEPARTMENT SO THAT WE CAN HAVE ALL ELIGIBILITY STAFF CROSS TRAINED IN ALL ASPECTS OF THE ELIGIBILITY DIVISION. I AM DELETING VACANT SLOT # 240-001-0026 ELIGIBILITY SPECIALIST I

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DAIREN SARMIENTO DEPARTMENT HEAD	6-7-16 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/16/2016 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/17/2016 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			