



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH & HUMAN SERVICES (340-013)

DATE: 1/18/2017

CURRENT POSITION TITLE: CPS Hazards (PHEP)

CURRENT SLOT # :

REQUESTED POSITION TITLE: Assistant Epidemiologist

NEW SLOT # 013-0020

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 \$ 31,255.00 \$ 31,255.00
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 CPS/HAZARDS Program, Fund 1293, Program 013. Effective March 1, 2017

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)

Position will participate as a member of the Public Health Emergency Preparedness Response Team and will various tasks pertaining to surveillance and epidemiological activities.

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

See 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	01/18/2017 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.  HUMAN RESOURCES DIRECTOR	1/27/2017 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.  DEPARTMENT OF BUDGET & MANAGEMENT	2/6/17 Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. _____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____

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2.	 HUMAN RESOURCES DIRECTOR	<u>1/27/17</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>2/6/17</u> Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
4.	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____	_____	_____