



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 04/21/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Health & Human Services / TECE CURRENT SLOT NO.: G001 (proposed)
 DEPARTMENT NO.: 340-071-8 / Grant REQUESTED POSITION TITLE: Epidemiologist I

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST: <u>\$ 0.00</u>	\$ 51,500.00	\$ 51,500.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 51,500.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other TECE Grant Fund 1293, Program 071

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt **FLSA:** Exempt
 Non-Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

*** POSITION RECLASSIFICATION COMMENTS:** *(Attach completed Reclassification Analysis Form and additional pages if needed)*

Eduardo Olivarez
 Department Head

Rene Pelayo
 Department of Human Resources

[Signature]
 Department of Budget & Management

HR Form: 032

04/24/2017
 Date

4/25/2017
 Date

4/28/17
 Date



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Human Resources Department



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DATE: 04/21/2017 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: Health & Human Services TECE CURRENT SLOT NO.: G002 (proposed)
 DEPARTMENT NO.: 340-071-8 Grant REQUESTED POSITION TITLE: Epidemiologist I

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST: <u>\$0.00</u>	\$ 55,620.00	\$ 55,620.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 55,620.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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 Salary Adjustment Other TECE Grant Fund 1293, Program 071

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
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JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

Eduardo Olivarez
 Department Head

04/24/2017
 Date

[Signature]
 Department of Human Resources

4/25/2017
 Date

[Signature]
 Department of Budget & Management

4/28/17
 Date