



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: 06/19/2017 CURRENT POSITION TITLE: Registered Nurse IV
 DEPARTMENT NAME: Health & Human Services CURRENT SLOT NO.: 340-005-003
 DEPARTMENT NO.: 340-005 H.D. ADM REQUESTED POSITION TITLE: _____

REQUEST FOR: New Position Temporary Position Position Reclassification* Other Delete Slot 340-005-003

SALARY REQUEST:	_____	_____	\$ 0.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:	\$ 1,975.00	\$ 0.00	-\$ 1,975.00
	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 1,975.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

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
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)
 RN IV slot currently has two funding sources. This action will delete one of the funding sources as it is no longer needed to support this position. Slot to be deleted is from Dept. 340, Program 005, Slot #003 in the amount of \$1,975.00.

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

[Signature]
Department Head
[Signature]
Department of Human Resources
[Signature]
Department of Budget & Management

6/19/17
Date
6/22/2017
Date
8/4/17
Date



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: 06/16/2017 CURRENT POSITION TITLE: Clerk II
 DEPARTMENT NAME: Health & Human Services CURRENT SLOT NO.: Request for New Slot # - G024
 DEPARTMENT NO.: 340-005 H.D. ADM REQUESTED POSITION TITLE: _____

REQUEST FOR: New Position Temporary Position Position Reclassification* Other New slot for existing Po

SALARY REQUEST:	\$ 0.00	\$ 1,550.00	\$ 1,550.00
	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:	\$ 1,550.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

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
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)

Grant funding for FY 18 effective 09/01/17 is not enough to cover existing Clerk II position. Adding a 3rd funding source to cover the difference of \$1,550.00 from 7-1293-441-00-340-005-0-113 account. This new slot links to 340-051- Child Health Grant

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

[Signature]
Department Head
[Signature]
Department of Human Resources
[Signature]
Department of Budget & Management

06/16/2017
Date
6/22/2017
Date
8/4/17
Date