



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/28/2017 Current Slot No.: T001
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340-068 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:

	<u>3,600.00</u>	\$ 0.00 <u>3,600.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		\$ 0.00

TOTAL BUDGETARY IMPACT: \$ ~~0.00~~ 3,600.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>10/22/2017</u>	<u>12/31/2017</u>	<u>Monday through Friday</u>	<u>30</u>	<u>10</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>30</u>	<u>300</u>	<u>\$ 12.00</u>	<u>\$ 3,600.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
Initial CC approval through AI-59089 on 04/05/2017.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

9-28-17
 Date 10/04/2017
 Date 10/6/17
 Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/28/2017 Current Slot No.: T002
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340 -068 Requested Position Title: ZIKA public Health Technician

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

SALARY REQUEST:
 Current Budgeted Amount: _____ Proposed Budgeted Amount: 3,600.00 Net Change: \$0.00 3,600.00
 Current Budgeted Amount: _____ Proposed Budgeted Amount: _____ Net Change: \$ 0.00

TOTAL BUDGETARY IMPACT: \$0.00 3,600.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>10/22/2017</u>	<u>12/31/2017</u>	<u>Monday through Friday</u>	<u>30</u>	<u>10</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>30</u>	<u>300</u>	<u>\$ 12.00</u>	<u>\$ 3,600.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours x Hourly Rate = Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
 Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
 Initial CC approval through AI-59089 on 04/05/2017.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

9-28-17
 Date _____
10/04/2017
 Date _____
10/6/17
 Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/28/2017 Current Slot No.: T005
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340 -068 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:

<u>Current Budgeted Amount</u>	<u>3,600.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>Net Change</u>

SALARY REQUEST:

<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>\$ 0.00</u> Net Change
<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>Net Change</u>

TOTAL BUDGETARY IMPACT: \$ 0.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>10/22/2017</u> Start Date	<u>12/31/2017</u> End Date	<u>Monday through Friday</u> Work Schedule	<u>30</u> Hours per Week	<u>10</u> No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.00</u>	
<u>10</u> No. of Weeks	x <u>30</u> Hours per Week	= <u>300</u> Total Hours	x <u>\$ 12.00</u> Hourly Rate	= <u>\$ 3,600.00</u> Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
 Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
 Initial CC approval through AI-59089 on 04/05/2017.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

9-28-17
 Date _____
10/04/2017
 Date _____
10/6/17
 Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

PERSONNEL ADJUSTMENT REQUEST FORM

SEP 28 2017

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/28/2017 Current Slot No.: T007
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340 -068 Requested Position Title: ZIKA Public Health Technician

RECEIVED
HUMAN RESOURCES

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

SALARY REQUEST:

	<u>1,080.00</u>	<u>\$ 0.00 1,080.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 0.00 1,080.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>12/11/2017</u>	<u>12/31/2017</u>	<u>Monday through Friday</u>	<u>30</u>	<u>3</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>3</u>	<u>30</u>	<u>90</u>	<u>\$ 12.00</u>	<u>\$ 1,080.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
Initial CC approval through AI-59089 on 04/05/2017.

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

9-28-17

Date 10/04/2017
 Date 10/6/17



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions

Date: 09/28/2017 Current Slot No.: T008
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340 -068 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:
 Current Budgeted Amount: _____ Proposed Budgeted Amount: 1,080.00 Net Change: \$0.00 1,080.00
 Current Budgeted Amount: _____ Proposed Budgeted Amount: _____ Net Change: \$ 0.00
TOTAL BUDGETARY IMPACT: \$0.00 1,080.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>12/11/2017</u>	<u>12/31/2017</u>	<u>Monday through Friday</u>	<u>30</u>	<u>3</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary			Hourly Rate	<u>\$ 12.00</u>
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>3</u>	<u>30</u>	<u>90</u>	<u>\$ 12.00</u>	<u>\$ 1,080.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
 Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
 Initial CC approval through AI-59089 on 04/05/2017.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

9-28-17
 Date 10/04/2017
 Date 10/6/17
 Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/28/2017 Current Slot No.: T009
 Department Name: Health & Human Services Current Position Title: ZIKA Public Health Technician
 Department No.: 340-068 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:

<u>Current Budgeted Amount</u>	<u>1,080.00</u> <u>Proposed Budgeted Amount</u>	<u>\$ 0.00</u> <u>Net Change</u>
<u>1,080.00</u>		<u>1,080.00</u>

<u>Current Budgeted Amount</u>	<u>Proposed Budgeted Amount</u>	<u>\$ 0.00</u> <u>Net Change</u>

TOTAL BUDGETARY IMPACT: \$ 0.00 1,080.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Program 068 PPHR Grant

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:**

<u>12/11/2017</u> Start Date	<u>12/31/2017</u> End Date	<u>Monday through Friday</u> Work Schedule	<u>30</u> Hours per Week	<u>3</u> No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>3</u>	<u>30</u>	<u>90</u>	<u>\$ 12.00</u>	<u>\$ 1,080.00</u>
No. of Weeks x Hours per Week =		Total Hours x	Hourly Rate =	Budgeted Salary

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

This slot was created to support the scope of the PPHR ZIKA grant. This request is to extend this temporary position until the end of the County's fiscal year (12/31/17)
Fund 1293, program 068 has an end date of 06/30/2018 and funds are available to meet this expenditure.
Initial CC approval through AI-59089 on 04/05/2017.

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

9-28-17
 Date 10/04/2017
 Date 10/6/17
 Date _____