



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: 12/01/2017 Current Slot No.: T005 (proposed) to
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - 068 to Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:	<u>\$ 7,800.00</u>	<u>\$ 7,800.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 7,800.00</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 (PHPR 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>01/01/2018</u>	<u>06/30/2018</u>	<u>Monday through Friday</u>	<u>25</u>	<u>26</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>26</u>	<u>25</u>	<u>650</u>	<u>\$ 12.00</u>	<u>\$ 7,800.00</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 is one slot of six slots needed to support the scope of the PHPR ZIKA grant (F1293, Program 068) Fund 1293, program 068 has an end date of 06/30/2018; Funds are available to meet this expenditure.
Initial CC approval of PHPR ZIKA grant was on 04/05/2017 through AI-59089.

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

12-1-17
 Date
12/04/2017
 Date
12/18/17
 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: 12/01/2017 Current Slot No.: T00⁷ (proposed)
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - 068 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:	<u>\$ 7,800.00</u>	<u>\$ 7,800.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 7,800.00</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 (PHPR 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>01/01/2018</u>	<u>06/30/2018</u>	<u>Monday through Friday</u>	<u>25</u>	<u>26</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>26</u>	<u>25</u>	<u>650</u>	<u>\$ 12.00</u>	<u>\$ 7,800.00</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)

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

12-1-17
 Date
12/04/2017
 Date
12/18/17
 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: 12/01/2017 Current Slot No.: T008⁹ (proposed) fg
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 Requested Position Title: ZIKA Public Health Technician

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

SALARY REQUEST:	_____	\$ 7,800.00	\$ 7,800.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 7,800.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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 Department Head
Edna Oregan
 Department of Human Resources

 Department of Budget & Management

12-1-17
 Date
12/04/2017
 Date
12/18/17
 Date

