



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: 12/13/2017 Current Slot No.: G005
 Department Name: Health & Human Services Current Position Title: Billing Specialist II
 Department No.: 340 -008 TB Requested Position Title: TB Clerk II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Title Change Only

SALARY REQUEST:	<u>\$ 25,659.00</u>	<u>\$ 25,659.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</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 008

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> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u> </u>		<u> </u>	<u> </u>	<u> </u>
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate <u> </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)*

The duties of for this slot consists mainly of clerical duties. The job description for a TB Clerk II is more descriptive of the duties for this position. Also, because this clerk works 100% in the pulmonary division, the prefix of TB on the title would be more descriptive when posting to hire. Applicants will know up front the position will be in a place associated with an infectious disease.

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

12-15-17

Date 12/13/2017
 Date 12/18/17





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: 12/13/2017 Current Slot No.: G012
 Department Name: Health & Human Services Current Position Title: Clerk III
 Department No.: 340 -008 kg Requested Position Title: TB Clerk II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Title Change Only

SALARY REQUEST:	<u>\$ 25,462.00</u> Current Budgeted Amount	<u>\$ 25,462.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 0.00</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 008

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> </u> Start Date	<u> </u> End Date	<u> </u> Work Schedule	<u> </u> Hours per Week	<u> </u> No. of Weeks
<u> </u> Annual Salary		<u> </u> Hourly Rate		
<u> </u> Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u> </u> No. of Weeks		<u> </u> x Hours per Week =		<u> </u> Total Hours
		<u> </u> x Hourly Rate =		<u> </u> Budgeted Salary

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

The duties of for this slot consists mainly of clerical duties. The job description for a TB Clerk II is more descriptive of the duties for this position. Also, because this clerk works 100% in the pulmonary division, the prefix of TB on the title would be more descriptive when posting to hire. Applicants will know up front the position will be in a place associated with an infectious disease.

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

12-13-17
 Date
12/13/2017
 Date

 Date

