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.: Create A156

Department Name: Health & Human Services Current Position Title: ~~Public Health Technician I~~ TG

Department No.: 340 -003 TG Requested Position Title: Public Health Technician I

REQUEST FOR: ☐ New Position ☐ Temporary Position* ☐ Position Reclassification ☑ Other Create Longevity Slot

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	$ 540.00	$ 540.00	$ 0.00
SALARY REQUEST:			$ 0.00

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 1100, Health Clinics, Program 003

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 | No. of Weeks

Annual Salary _____ Hourly Rate _____
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate

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)***

Employee from General Fund, Dept 240, was hired into grant position that does not support longevity pay. Existing longevity pay from department 240 will be transferred into the dept. 340, general fund Health Clinics, Fund 1100, program 003.

12-13-17
Department Head Date

Department of Human Resources 12/14/2017 Date

Department of Budget & Management 12/15/17 Date

RECEIVED
DEC 13 2017
HUMAN RESOURCES

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