



# 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: 12/22/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 073 & 074 Requested Position Title: Community Health Worker

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 13,398.00</u>	<u>\$ 13,398.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 13,398.00</u>	<u>\$ 13,398.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 26,796.00</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, 50% each program 073 & 074

**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	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)**

This is one of three Community Health Worker slots that will support the ZIKA Health Care program. Duties will involve working at public health clinics & communities to provide education and resources to individuals related to ZIKA prevention, testing & management.

Eduardo Olivarez

Department Head

Date

12/22/17

[Signature]

Department of Human Resources

Date

1/02/2018

[Signature]

Department of Budget & Management

Date

1/5/18





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

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Date: 12/22/2017 Current Slot No.: \_\_\_\_\_  
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 Department No.: 340 - Program 073 & 074 Requested Position Title: Community Health Worker

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 13,398.00	\$ 13,398.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 13,398.00	\$ 13,398.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 26,796.00	

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fund 1293, 50% each program 073 & 074

**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:**

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)**

This is one of three Community Health Worker slots that will support the ZIKA Health Care program. Duties will involve working at public health clinics & communities to provide education and resources to individuals related to ZIKA prevention, testing & management.

Eduardo Olivarez Mike Escamilla  
 Department Head Date 12/22/17  
Rene Olvera 1/02/2018  
 Department of Human Resources Date  
AS 1/5/18  
 Department of Budget & Management Date





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 Department No.: 340 - Program 073 & 074 Requested Position Title: Community Health Worker

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

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**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:**

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)**

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

12/22/17  
 Date  
1/02/2018  
 Date  
1/5/18  
 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: 12/22/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 073 & 074 Requested Position Title: Licensed Vocational Nurse II

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 22,961.50	\$ 22,961.50
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	\$ 22,961.50	\$ 22,961.50
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

**TOTAL BUDGETARY IMPACT:** \$ 45,923.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other Fund 1293, 50% each program 073 & 074

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

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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 of three LVN II slots that will support the ZIKA Health Care Services grant program. Duties will involve working at public health clinics & communities to provide education and resources to individuals related to ZIKA prevention, testing & management.

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

12/22/17  
 Date  
1/02/2018  
 Date  
1/5/18  
 Date





# COUNTY OF HIDALGO

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 Department No.: 340 - Program 073 & 074 Requested Position Title: Licensed Vocational Nurse II

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<b>SALARY REQUEST:</b>	\$ 22,961.50	\$ 22,961.50
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<b>SALARY REQUEST:</b>	\$ 22,961.50	\$ 22,961.50
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Eduardo Olivarez  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

12/22/17  
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1/02/2018  
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 Department No.: 340 - Program 073 & 074 Requested Position Title: Licensed Vocational Nurse II

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Eduardo Olivarez  
 Department Head  
Blue Dreyfus  
 Department of Human Resources  
SS  
 Department of Budget & Management

12/22/17  
 Date  
1/02/2018  
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Date: 12/22/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 073 & 074 Requested Position Title: Social Worker

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	_____	\$ 22,961.50	\$ 22,961.50
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	_____	\$ 22,961.50	\$ 22,961.50
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 45,923.00		

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No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

This is one Social Worker slot that will support the ZIKA Health Care Services grant program.  
 Duties will involve working at public health clinics & communities to provide education and resources to individuals related to ZIKA prevention, testing & management.

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

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 Date  
1/02/2018  
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 Date

