



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: 05/09/2018 Current Slot No.: 0001 (Proposed) OT
 Department Name: Precinct 1 Current Position Title: _____
 Department No.: 121 Requested Position Title: Community Health Worker II

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

SALARY REQUEST:		
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	\$ 30,000.00 \$ 31,255.00	\$ 30,000.00 \$ 31,255.00
SALARY REQUEST:		
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		\$ 0.00
TOTAL BUDGETARY IMPACT:	\$ 30,000.00 \$ 31,255.00	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other As per Interlocal Agreement

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)

New position as per Interlocal Agreement with the University of Health Science Center at Houston on behalf of its Department of Brownsville Regional Campus to provide Tu Salud Si Cuenta program activities.

Department Head David Lopez
 Department of Human Resources Walter Delgado
 Department of Budget & Management [Signature]

Date 5/10/18
 Date 5/17/2018
 Date 5/21/18

HR Form: 028
 Revised: 07/07/2017





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

RECEIVED

MAY 18 2018

DEPARTMENT OF HUMAN RESOURCES

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

Date: 05/09/2018 Current Slot No.: 0001 ^{was} (proposed)
 Department Name: Precinct 4 Current Position Title: _____
 Department No.: 124 Requested Position Title: Community Health Worker II

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

SALARY REQUEST:	<u>\$ 31,255.00</u>	<u>\$ 31,255.00</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>\$ 31,255.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other As per Interlocal Agreement

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)

New position as per Interlocal Agreement with the University of Health Science Center at Houston on behalf of its Department of Brownsville Regional Campus to provide Tu Salud Si Cuenta program activities.

Department Head

Department of Human Resources

Department of Budget & Management

5-17-18
Date

5/21/2018
Date

5/21/18
Date