



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: 05/15/2018 Current Slot No.: 0064-~~001~~ ^{tz}
 Department Name: WIC PROGRAM Current Position Title: CLERK IV
 Department No.: 350 ~~001~~ Requested Position Title: Wic Certification Specialist II

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

SALARY REQUEST:	<u>\$ 21,255.00</u>	<u>\$ 31,255.00</u>	<u>\$ 31,255.00</u>	<u>\$ 0.00</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>	<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 _____

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 ^{tz}

*** 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)*

There is a need for more certifying authorities in our clinics.

Claudia S
 Department Head
Blue Polyz
 Department of Human Resources
[Signature]
 Department of Budget & Management

05/15/2018
 Date
5/15/2018
 Date
5/21/18
 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: 05/15/2018 Current Slot No.: 0057-001 *fy* *IV 70k* *fy*
 Department Name: WIC PROGRAM Current Position Title: CLERK IV
 Department No.: 350 *-001* *fy* Requested Position Title: Wic Certification Specialist II

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

SALARY REQUEST:	<u>\$31,255.00</u>	<u>\$31,255.00</u>	<u>\$31,255.00</u>	<u>\$0.00</u> <i>fy</i>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:			\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	<u>\$31,255.00</u>	<u>\$0.00</u> <i>fy</i>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

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 *fy*

*** TEMPORARY POSITIONS:**

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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)*

There is a need for more certifying authorities in our clinics.

Clarissa S
 Department Head
Kelli Orey
 Department of Human Resources
AS
 Department of Budget & Management

05/15/2018
 Date
5/15/2018
 Date
5/28/18
 Date

