



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: 05/14/2018 Current Slot No.: ~~T001~~ **T025 (proposed) #8**
 Department Name: Health & Human Services Current Position Title: Zika Public Health Technician
 Department No.: 340 - Program 005 Requested Position Title: Zika Public Health Technician

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extension / change in funding

SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
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 1293, Program 005

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:**

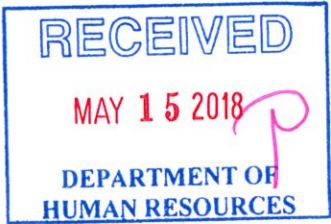
<u>07/01/2018</u>	<u>08/31/2018</u>	<u>Monday through Friday</u>	<u>24</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>24</u>	<u>216</u>	<u>\$ 12.00</u>	<u>\$ 2,592.00</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)

This is 1 of 5 temporary slots needed to support the ZIKA prevention activities in Hidalgo County.
This is an extension of the current slot; however, paid with a different funding source.
This slot was previously under F 1293, Program 068 but to be paid with F 1293, Program 005 starting 07/01/2018 to 08/31/2018.

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

05/15/2018
 Date
5/17/2018
 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: 05/14/2018 Current Slot No.: T002 T026 (proposed) to
 Department Name: Health & Human Services Current Position Title: Zika Public Health Technician
 Department No.: 340 - Program 005 Requested Position Title: Zika Public Health Technician

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extension / change in funding

SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
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 1293, Program 005

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:**

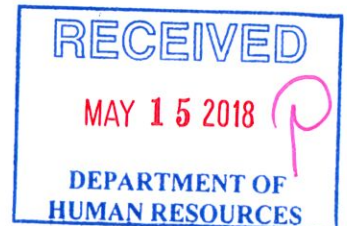
<u>07/01/2018</u>	<u>08/31/2018</u>	<u>Monday through Friday</u>	<u>24</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>24</u>	<u>216</u>	<u>\$ 12.00</u>	<u>\$ 2,592.00</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)

This is 2 of 5 temporary slots needed to support the ZIKA prevention activities in Hidalgo County.
This is an extension of the current slot; however, paid with a different funding source.
This slot was previously under F 1293, Program 068 but to be paid with F 1293, Program 005 starting 07/01/2018 to 08/31/2018.

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

05/15/2018
 Date
5/17/2018
 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: 05/14/2018 Current Slot No.: ~~T005~~ T027 (proposed) ^{fy}
 Department Name: Health & Human Services Current Position Title: Zika Public Health Technician
 Department No.: 340 - Program 005 Requested Position Title: Zika Public Health Technician

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extension / change in funding

SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
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 1293, Program 005

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:**

<u>07/01/2018</u> Start Date	<u>08/31/2018</u> End Date	<u>Monday through Friday</u> Work Schedule	<u>24</u> Hours per Week	<u>9</u> No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>24</u>	<u>216</u>	<u>\$ 12.00</u>	<u>\$ 2,592.00</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)

This is 3 of 5 temporary slots needed to support the ZIKA prevention activities in Hidalgo County.
 This is an extension of the current slot; however, paid with a different funding source.
 This slot was previously under F 1293, Program 068 but to be paid with F 1293, Program 005 starting 07/01/2018 to 08/31/2018.

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

05/15/2018
Date
5/17/2018
Date
5/20/18
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: 05/14/2018 Current Slot No.: ~~T007~~ T028 (proposed) kg
 Department Name: Health & Human Services Current Position Title: Zika Public Health Technician
 Department No.: 340 - Program 005 Requested Position Title: Zika Public Health Technician

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extension / change in funding

SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
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 1293, Program 005

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:**

<u>07/01/2018</u>	<u>08/31/2018</u>	<u>Monday through Friday</u>	<u>24</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>24</u>	<u>216</u>	<u>\$ 12.00</u>	<u>\$ 2,592.00</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)

This is 4 of 5 temporary slots needed to support the ZIKA prevention activities in Hidalgo County.
This is an extension of the current slot; however, paid with a different funding source.
This slot was previously under F 1293, Program 068 but to be paid with F 1293, Program 005 starting 07/01/2018 to 08/31/2018.

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

05/15/2018
 Date
5/17/2018
 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: 05/14/2018 Current Slot No.: ~~T008~~ T029 (proposed) kg
 Department Name: Health & Human Services Current Position Title: Zika Public Health Technician
 Department No.: 340 - Program 005 Requested Position Title: Zika Public Health Technician

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extension
change in funding

SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
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 1293, Program 005

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>07/01/2018</u>	<u>08/31/2018</u>	<u>Monday through Friday</u>	<u>24</u>	<u>9</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>9</u>	<u>24</u>	<u>216</u>	<u>\$ 12.00</u>	<u>\$ 2,592.00</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)

This is 5 of 5 temporary slots needed to support the ZIKA prevention activities in Hidalgo County.
This is an extension of the current slot; however, paid with a different funding source.
This slot was previously under F 1293, Program 068 but to be paid with F 1293, Program 005 starting 07/01/2018 to 08/31/2018.

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

05/15/2018
 Date
5/17/2018
 Date
8/21/18
 Date

