



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: 07/03/2018 Current Slot No.: See MPA
 Department Name: Health Department Current Position Title: See MPA
 Department No.: 340-003 Requested Position Title: N/A

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Change Fund Source

SALARY REQUEST:	<u>\$ 238,609.00</u>	<u>\$ 266,597.00</u>	<u>\$ 27,988.00</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>\$ 27,988.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other County Wide Adm-Contingency

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
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)*

Minimize number of slots with small distribution percentages.
TB Registered Nurse Supervisor is FLSA exempt.

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

6-19-18

Date 6/25/2018
 Date 7/2/18
 Date _____





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Health Department

Department No.: 340-003

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0123	TVFC Assistant Program Mangager		\$0.00	\$2,979.00
0068	Licensed Vocational Nurse III		\$10,252.00	\$12,127.00
0069	Licensed Vocational Nurse III		\$10,252.00	\$12,127.00
0070	Licensed Vocational Nurse III		\$10,253.00	\$12,127.00
0063	Licensed Vocational Nurse III		\$15,077.00	\$16,718.00
0061	Licensed Vocational Nurse II		\$14,707.00	\$16,205.00
0062	Licensed Vocational Nurse II		\$14,707.00	\$16,205.00
0087	TB Medical Technician		\$1,835.00	\$3,072.00
0088	TB Medical Technician		\$2,202.00	\$3,404.00
0089	TB Assistant Records Manager		\$1,759.00	\$2,939.00
0095	Community Service Aide		\$752.00	\$1,841.00
0096	Community Service Aide		\$804.00	\$1,971.00
0090	Outreach Specialist I		\$729.00	\$767.00
0071	Outreach Specialist II		\$9,539.00	\$10,562.00
0075	TB Medical Technician		\$8,467.00	\$9,367.00

