



# COUNTY OF HIDALGO

## Human Resources Department



### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.**

DATE: 12/05/2018 CURRENT POSITION TITLE: \_\_\_\_\_  
 DEPARTMENT NAME: Health & Human Services CURRENT SLOT NO.: TBD  
 DEPARTMENT NO.: 340 -003 REQUESTED POSITION TITLE: Epidemiologist III

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

<p>SALARY REQUEST:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Current Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Proposed Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Net Change</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change	_____	_____	_____	<p>SALARY REQUEST:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Current Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Proposed Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Net Change</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ 0.00</td> </tr> </table>	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change	_____	_____	\$ 0.00	<p>SALARY REQUEST:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Current Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Proposed Grade &amp; Step Budgeted Salary</td> <td style="width: 50%; text-align: center;">Net Change</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">\$ 0.00</td> </tr> </table>	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change	_____	_____	\$ 0.00
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_____	_____	\$ 0.00																		
<p>TOTAL BUDGETARY IMPACT: <u>\$ 67,476.00</u></p>																				

**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

**TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
_____	_____	_____	_____	_____
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	_____
_____	_____		_____	_____

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

Increase in county population has required additional support in the area of epidemiology. This position will also provide supervision of other epidemiologist in addition to more complex level of epidemiology and related activities.

**\* POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

\_\_\_\_\_

\_\_\_\_\_

Eduardo Olivarez \_\_\_\_\_  
 Department Head

Kalle P... \_\_\_\_\_  
 Department of Human Resources

[Signature] \_\_\_\_\_  
 Department of Budget & Management

12/05/2018 \_\_\_\_\_  
 Date

12/6/2018 \_\_\_\_\_  
 Date

DEC 07 2018 \_\_\_\_\_  
 Date