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: 01/11/2019

DEPARTMENT NAME: Health & Human Services

DEPARTMENT NO.: 340 -003 / 340-070

CURRENT POSITION TITLE: Public Health Education Coordinator

CURRENT SLOT NO.: A164 (proposed) / 0002

REQUESTED POSITION TITLE: Public Health Education Coordinator

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

Longevity Allowance

	Current Grade & Step Budgeted Salary	Proposed Grade & Step Budgeted Salary	Net Change
SALARY REQUEST:		$ 300.00	$ 300.00
SALARY REQUEST:	$55,172.00	$55,172.00	$ 0.00

TOTAL BUDGETARY IMPACT: $ 300.00

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 ☑ Non-Exempt

FLSA: ☐ 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)***

Longevity Pay will be transferred from Dept. 240 Program 005 Slot 0001 to Dept. 340 Slot Program 070, Slot 0002.

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

Eduardo Olivarez — Department Head — Date 01/11/2019

Department of Human Resources — Date 1/11/2019

Department of Budget & Management — Date 1/14/19

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DEPARTMENT OF HUMAN RESOURCES

HR Form: 032 *2/9/2017*