



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: 06/12/2019 Current Slot No.: ~~001-0022~~
 Department Name: WIC Program Current Position Title: Licensed Vocational Nurse II
 Department No.: 350 - 001 Requested Position Title: _____

ky

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Deletion

SALARY REQUEST:	<u>\$ 45,329.00</u>	<u>-\$ 45,329.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 45,329.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

ky

RECEIVED ON:
JUN 13 '19 PM 1:02

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		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)

Vacant position no longer needed

Department Head: *Clayton S*
 Department of Human Resources: *Phil Perry*
 Department of Budget & Management: *[Signature]*

Date: 06/12/2019
 Date: 6/13/2019
 Date: 6/13/19

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JUN 12 2019

DEPARTMENT OF HUMAN RESOURCES



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: 06/12/2019 Current Slot No.: ~~001~~-0049
 Department Name: WIC Program Current Position Title: WIC Certification Specialist III
 Department No.: 350 -001 Requested Position Title: _____

ts

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Deletion

SALARY REQUEST:	<u>\$ 40,584.00</u>	<u>-\$ 40,584.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 40,584.00</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

ky

RECEIVED ON:
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*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	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)

Position no longer needed due to level of work.

Charuni S
 Department Head
Kalle [Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

06/12/2019
 Date
6/13/2019
 Date
6/13/19
 Date

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JUN 12 2019

DEPARTMENT OF HUMAN RESOURCES



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: 06/12/2019 Current Slot No.: 001-0099
 Department Name: WIC Program Current Position Title: Clinic Aide II
 Department No.: 350-001 Requested Position Title: _____

ky

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Deletion

SALARY REQUEST: \$ 27,152.00 \$ 27,152.00 -\$ 27,152.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____ _____ _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 27,152.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

ky

*** TEMPORARY POSITIONS:**

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Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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)

Vacant position no longer needed

Clayton S
 Department Head
Keith Dreyfus
 Department of Human Resources
[Signature]
 Department of Budget & Management

Date 06/12/2019
 Date 6/18/2019
 Date 6/13/19
 Date _____

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DEPARTMENT OF HUMAN RESOURCES



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: 06/12/2019 Current Slot No.: ~~001~~-0113
 Department Name: WIC Program Current Position Title: Clerk II
 Department No.: 350-001 Requested Position Title: _____

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Deletion

SALARY REQUEST:	<u>\$ 26,234.00</u>	<u>-\$ 26,234.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
SALARY REQUEST:	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 26,234.00</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 Non-Exempt **FLSA:** Exempt Non-Exempt

*** 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		

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

Vacant position no longer needed

Department Head: *Clayton J*
 Department of Human Resources: *Keith [Signature]*
 Department of Budget & Management: *[Signature]*

Date: 06/12/2019
6/13/2019
 Date: 6/13/19
 Date: _____

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DEPARTMENT OF HUMAN RESOURCES



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: 06/12/2019 Current Slot No.: 001-260⁰²⁶³ Proposed fy
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350⁻⁰⁰¹ Requested Position Title: Accountant III

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

SALARY REQUEST:	<u>\$ 47,300.00</u>	<u>\$ 47,300.00</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>\$ 47,300.00</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 fy

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate _____	
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Position needed to assist Division Manager II, Grants Accounting

Chausi S
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

Date 06/12/2019
6/13/2019
 Date 6/13/19
 Date _____

RECEIVED

JUN 12 2019

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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: 06/12/2019 Current Slot No.: ⁰²⁶⁴~~001-261~~ Proposed fy
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350-001 Requested Position Title: Nutritionist II

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

SALARY REQUEST:	<u>\$ 51,084.00</u>	<u>\$ 51,084.00</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>\$ 51,084.00</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

RECEIVED ON:
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*** 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)

Position needed due to larger workload

Clayton
 Department Head
Blaine Polyzos
 Department of Human Resources
[Signature]
 Department of Budget & Management

06/12/2019
 Date
6/13/2019
 Date
6/13/19
 Date

RECEIVED

JUN 12 2019

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PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 06/12/2019 Current Slot No.: 0265
~~001-262~~ Proposed
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350 - 001 Requested Position Title: WIC Certification Specialist I

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

SALARY REQUEST:	<u>\$ 27,599.00</u>	<u>\$ 27,599.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 27,599.00

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 FLSA: Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

RECEIVED ON:
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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)

Position needed due to larger workload

Clayton S
 Department Head
Blue Pelayo
 Department of Human Resources
[Signature]
 Department of Budget & Management

06/12/2019
 Date
6/13/2019
 Date
6/13/19
 Date

RECEIVED

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HUMAN RESOURCES