



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: 07/17/2019 Current Slot No.: 0002
 Department Name: Health & Human Services Current Position Title: Zika Coordinator II
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	\$ 43,796.00	\$ 0.00	-\$ 43,796.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 43,796.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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 _____		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)

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0003
 Department Name: Health & Human Services Current Position Title: Zika Research Analyst
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	\$ 40,552.00	\$ 0.00	-\$ 40,552.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 40,552.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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

*** TEMPORARY POSITIONS:**

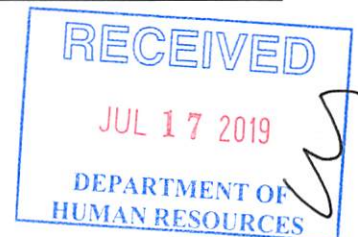
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		Hourly Rate _____
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0004
 Department Name: Health & Human Services Current Position Title: Zika Public Health Specialist I
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	\$ 37,548.00	\$ 0.00	-\$ 37,548.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 37,548.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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
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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)

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0005
 Department Name: Health & Human Services Current Position Title: Zika Public Health Specialist I
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 0.00</u>	<u>-\$ 37,548.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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

*** 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)*

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0006
 Department Name: Health & Human Services Current Position Title: Zika Public Health Specialist I
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 0.00</u>	<u>-\$ 37,548.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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 KJ **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				

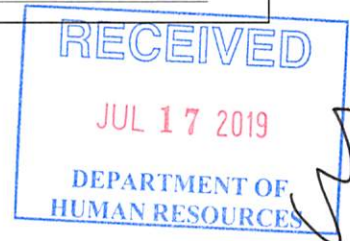
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

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

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/20/19
 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: 07/17/2019 Current Slot No.: 0007
 Department Name: Health & Human Services Current Position Title: Zika Clerk II
 Department No.: 340 - Program 069 Requested Position Title: _____

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

SALARY REQUEST:	\$ 26,234.00	\$ 0.00	-\$ 26,234.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 26,234.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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

*** 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)

Funds for this position will no longer be available past 08/04/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: T008 / T009 (proposed)
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - Program 069 Requested Position Title: Zika Public Health Specialist I (2 temps)

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

SALARY REQUEST:		
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>\$14,440.00</u> <u>-\$0.00</u>	<u>\$14,440.00</u> <u>-\$0.00</u>
SALARY REQUEST:		
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL BUDGETARY IMPACT:		
	<u>\$14,440.00</u> <u>-\$0.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Grant Fund 1293, Program 069

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:**

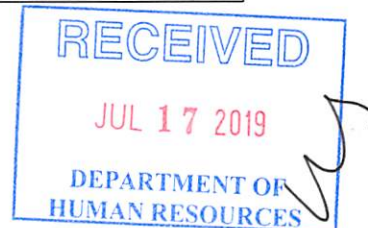
<u>08/05/2019</u>	<u>11/24/2019</u>	<u>Monday to Friday</u>	<u>25</u>	<u>16</u> <u>x2=32</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>37,548.00</u>		Hourly Rate <u>\$ 18.05</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>32</u> <u>16</u>	<u>25</u>	<u>800</u> <u>400</u>	<u>\$ 18.05</u>	<u>\$ 14,440.00</u> <u>7,220.00</u> <u>PR</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 PAR is for two temporary Public Health Specialist positions needed for continued support of the ELC Public Health Zika Response activities. Available funds will cover from 08/05/19 to 11/24/19. Reference AI-71250 that accepted an extension for one year for the existing ELC grant program.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0010
 Department Name: Health & Human Services Current Position Title: TB Medical Technician
 Department No.: 340 - Program 011 Requested Position Title: _____

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

SALARY REQUEST:	<u>18,587.00</u> \$ 18,168.00 Current Budgeted Amount	\$ 0.00 Proposed Budgeted Amount	<u>-18,507.00</u> \$ 18,168.00 Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-18,587.00</u> \$ 18,168.00		

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 011

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		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)

Funds for this position from the TB Federal grant program will no longer be available past 08/31/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 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: 07/17/2019 Current Slot No.: 0075
 Department Name: Health & Human Services Current Position Title: TB Medical Technician
 Department No.: 340 - Program 003 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Delete
SALARY REQUEST:	<u>\$9,431.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>-\$9,431.00</u> Net Change	<u>-\$9,431.00</u> Net Change
SALARY REQUEST:	<u>\$9,431.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change	<u>\$0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$9,431.00</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

*** 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)

Funds for this position from the TB Federal grant program will no longer be available past 08/31/19.

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

07/17/2019
 Date
7/18/19
 Date
7/25/19
 Date

