



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: 09/11/2019 Current Slot No.: 0029
 Department Name: WIC Program Current Position Title: Registered Nurse I
 Department No.: 350-001 Requested Position Title: _____

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

SALARY REQUEST: \$ 43,796.00 -\$ 43,796.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

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 _____

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)*

Vacant position no longer needed.

Claura S
 Department Head
Allye Dreyfus
 Department of Human Resources
SS
 Department of Budget & Management

Date 09/11/2019
 Date 9/13/2019
 Date 9/13/19
 Date _____

RECEIVED

SEP 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: 09/11/2019 Current Slot No.: 0087
 Department Name: WIC Program Current Position Title: Clinic Aide III
 Department No.: 350 -001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$29,565.00</u> Current Budgeted Amount	<u>\$27,599.00</u> Proposed Budgeted Amount	<u>-\$29,565.00</u> Net Change
SALARY REQUEST:	<u>\$27,599.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$29,565.00</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:**

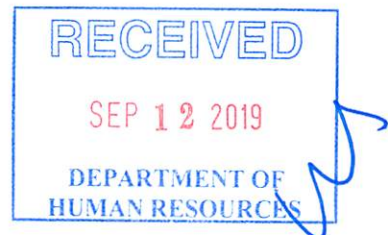
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Hourly Rate		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

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

Vacant position no longer needed.

Department Head: *Clara S*
 Department of Human Resources: *Renee*
 Department of Budget & Management: _____

Date: 09/11/2019
 Date: 9/13/2019
 Date: 9/13/19
 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: 09/11/2019 Current Slot No.: 0121
 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> \$25,347.00	<u>-\$26,234.00</u> -\$25,347.00
	Current Budgeted Amount	Proposed Budgeted Amount
	Current Budgeted Amount	Proposed Budgeted Amount
	<u>-\$26,234.00</u> \$25,347.00	Net Change
		Net Change

TOTAL BUDGETARY IMPACT: -\$26,234.00
\$25,347.00

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:**

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.

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

Date: 09/11/2019
 Date: 9/13/2019
 Date: 9/13/19
 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: 09/11/2019 Current Slot No.: 0168
 Department Name: WIC Program Current Position Title: Clinic Aide I
 Department No.: 350 -001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$25,834.00</u> \$24,960.00	-\$25,834.00 -\$24,960.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$25,834.00</u>	-\$24,960.00

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:**

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)

Vacant position no longer needed.

Clayton S
 Department Head

 Department of Human Resources

 Department of Budget & Management

09/11/2019
 Date
9/13/2019
 Date
9/13/19
 Date

RECEIVED

SEP 12 2019

DEPARTMENT OF HUMAN RESOURCES



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PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/11/2019 Current Slot No.: 0186
 Department Name: WIC Program Current Position Title: Custodian I
 Department No.: 350-001 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	
		<u>+12,917.00</u>			<u>-12,917.00</u>
SALARY REQUEST:	\$ 24,960.00	Proposed Budgeted Amount	Deletion		\$ 24,960.00
	Current Budgeted Amount		Net Change		
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change		\$ 0.00
	<u>+12,917.00</u>				
TOTAL BUDGETARY IMPACT:	\$ 24,960.00				

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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:**

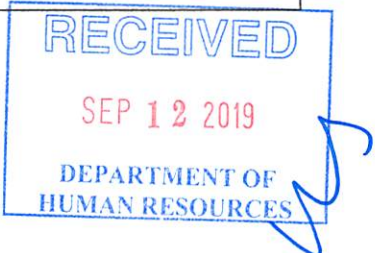
<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

Vacant position no longer needed.

Department Head: *Clara...*
 Department of Human Resources: *[Signature]*
 Department of Budget & Management: *[Signature]*

Date: 09/11/2019
 Date: 9/13/2019
 Date: 9/13/19





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: 09/11/2019 Current Slot No.: 0188
 Department Name: WIC Program Current Position Title: Custodian I
 Department No.: 350-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$12,917.00</u> \$24,960.00	<u>-\$12,917.00</u> -\$24,960.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount
	<u>-\$12,917.00</u>	\$ 0.00
		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$24,960.00</u>	

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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				

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

Vacant position no longer needed.

Clarissa S
 Department Head
Valerie P
 Department of Human Resources
[Signature]
 Department of Budget & Management

09/11/2019
 Date
9/13/2019
 Date
9/15/19
 Date

RECEIVED

SEP 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: 09/11/2019 Current Slot No.: 0214
 Department Name: WIC Program Current Position Title: Clerk I
 Department No.: 350 -001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$25,834.00</u> Current Budgeted Amount	<u>\$24,960.00</u> Proposed Budgeted Amount	<u>-\$25,834.00</u> Net Change
SALARY REQUEST:	<u>\$24,960.00</u> Current Budgeted Amount	<u>\$0.00</u> Proposed Budgeted Amount	<u>\$0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$25,834.00</u> <u>-\$24,960.00</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			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)*

Vacant position no longer needed.

 Department Head

 Department of Human Resources

 Department of Budget & Management

Date 09/11/2019
9/13/2019
 Date 9/13/19
 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: 09/11/2019 Current Slot No.: 0215
 Department Name: WIC Program Current Position Title: Clerk I
 Department No.: 350 -001 Requested Position Title: _____

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

SALARY REQUEST: \$ 25,834.00 -\$ 25,834.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: -\$ 25,834.00

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:**

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)*

Vacant position no longer needed.

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

Date 09/11/2019
 Date 9/18/2019
 Date 9/19/19
 Date _____

