



# 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: 11/05/2019 Current Slot No.: 0021 (proposed) f3  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 013 Requested Position Title: Public Health Specialist I

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 37,548.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 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 100% Fund 1293, Program 013

**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)*

This position will assist Health Dept.'s PHEP division in meeting the county's responsibilities as stated in the PHEP grant contract. Will provide support in areas such as clinical & administrative support to the epidemiology surveillance functions. Will collect & maintain data. Will provide field and office-based assistance to investigations. 100% grant funded.

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

11/05/2019  
 Date  
11/13/19  
 Date  
11/15/19  
 Date

