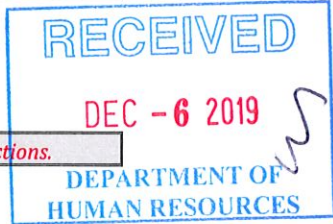




COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES



PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 11/25/2019 Current Slot No.: See attached
 Department Name: Elections Current Position Title: See attached
 Department No.: 130-001 Requested Position Title: See attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 77,502.00</u>	<u>\$ 77,502.00</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>\$ 77,502.00</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:**

<u>01/01/2020</u>	<u>12/31/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,834.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.42</u>	
<u>52</u>	<u>40</u>	<u>2,080</u>	<u>\$ 12.42</u>	<u>\$ 25,834.00</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)*

Requesting new positions to assist in preparation and execution of procedures prior, during and post elections.

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

12/15/19
 Date
12/11/19
 Date
12/17/19
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

DEC - 6 2019

DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 11/25/2019 Current Slot No.: see attached
 Department Name: Elections Current Position Title: see attached
 Department No.: 130-001 Requested Position Title: see attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 174,720.00</u>	<u>\$ 174,720.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 174,720.00</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:**

<u>01/01/2020</u>	<u>12/31/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>52</u>	<u>40</u>	<u>2,080</u>	<u>\$ 12.00</u>	<u>\$ 24,960.00</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)*

Requesting positions to assist in the preparation and execution of procedures prior, during and post elections.

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

12/15/19
 Date
12/11/19
 Date
12/09/19
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 DEC - 6 2019
 DEPARTMENT OF
 HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: Elections Department

Department No.: 130-001

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
TBD		Clerk I	\$0.00	\$24,960.00
			Total	174,720.00



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: 11/25/2019 Current Slot No.: See attached
 Department Name: Elections Current Position Title: See attached
 Department No.: 130-001 Requested Position Title: See attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 102,220.00</u>	<u>\$ 102,220.00</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>\$ 102,220.00</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:**

<u>01/01/2020</u>	<u>12/31/2020</u>	<u>M - F 8:00 a.m. - 5:00 p.m.</u>	<u>40</u>	<u>52</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,555.00</u>		Hourly Rate <u>\$ 12.29</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>52</u>	<u>40</u>	<u>2,080</u>	<u>\$ 12.29</u>	<u>\$ 25,555.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

Requesting new positions to assist in the preparation and execution of procedures prior, during and post elections.

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

12/5/19
 Date
12/11/19
 Date
12/17/19
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)



NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: _____ Elections _____

Department No.: _____ 130-001 _____

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD		Elections Surveyor Technician	\$0.00	\$25,555.00
TBD		Elections Surveyor Technician	\$0.00	\$25,555.00
TBD		Elections Surveyor Technician	\$0.00	\$25,555.00
TBD		Elections Surveyor Technician	\$0.00	\$25,555.00
			Total	102,220.00



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: 12/02/2019 Current Slot No.: see attached
 Department Name: Tax Office Current Position Title: see attached
 Department No.: 140-001 Requested Position Title: see attached

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 40,320.00</u>	<u>\$ 40,320.00</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>\$ 40,320.00</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:**

<u>01/01/2020</u>	<u>03/31/2020</u>	<u>8:00a.m. - 5:00p.m. Mon-Fri</u>	<u>40</u>	<u>14</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>24,960.00</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>14</u>	<u>40</u>	<u>560</u>	<u>\$ 12.00</u>	<u>\$ 6,720.00</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)

Requesting temporary assistance to relief overflow of calls for the Tax Office call center.

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

12/02/2019
 Date
12/03/2019.
 Date
12/17/19
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: _____ Tax Office

Department No.: _____ 140-001



Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T218		Clerk I	\$0.00	6,720.00
T219		Clerk I	\$0.00	6,720.00
T220		Clerk I	\$0.00	6,720.00
T221		Clerk I	\$0.00	6,720.00
T222		Clerk I	\$0.00	6,720.00
T223		Clerk I	\$0.00	6,720.00
		Total		40,320.00



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: 12/05/2019 Current Slot No.: T011
 Department Name: Veterans Services Current Position Title: Clerk II
 Department No.: 370 -001 Requested Position Title: Clerk II

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

SALARY REQUEST:	<u>+ 0.00</u>	<u>+13,165.00</u>	<u>+13,165.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			\$ 0.00
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$13,165.00</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 _____

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>01/01/2020</u>	<u>06/30/2020</u>	<u>Monday-Friday (8:00 a.m.-5:00 p.m.)</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>			Hourly Rate <u>\$ 12.19</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1,080</u>	<u>\$ 12.19</u>	<u>\$ 13,165.00</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)

Updating Filing System _____
 Creating New File List _____
 Pull Inactive Files _____
 Create and Maintain Veterans Survey _____

Felix M. Rodriguez
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/05/2019
 Date
12/11/19
 Date
12/17/19
 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: 12/05/2019 Current Slot No.: T012
 Department Name: Veterans Services Current Position Title: Clerk II
 Department No.: 370 -001 Requested Position Title: Clerk II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:

	<u>\$0.00</u>	<u>\$13,165.00</u>	<u>\$13,165.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			<u>\$0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			<u>\$0.00</u>

TOTAL BUDGETARY IMPACT: \$0.00

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:**

<u>01/01/2020</u>	<u>06/30/2020</u>	<u>Monday-Friday (8:00 a.m.-5:00 p.m.)</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,347.00</u>		Hourly Rate <u>\$ 12.19</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1,080</u>	<u>\$ 12.19</u>	<u>\$ 13,165.00</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)

Updating Filing System
Creating New File List
Pull Inactive Files
Create and Maintain Veterans Survey

Felix M. Rodriguez
 Department Head
Karl Rodriguez
 Department of Human Resources
[Signature]
 Department of Budget & Management

12/05/2019
 Date
12/11/19
 Date
12/17/19
 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: 12/02/2019 Current Slot No.: TBD
 Department Name: Pct. 3 Rd. Maint. Current Position Title: N/A
 Department No.: 123-005 Requested Position Title: Road Maintenance Foreman

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 26,524.80</u>	<u>\$ 26,524.80</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>\$ 26,524.80</u>		

26,525.00 (CFL)

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:**

<u>01/01/2020</u>	<u>06/30/2020</u>	<u>Mon-Fri</u>	<u>40</u>	<u>27</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$51,084.00</u>			Hourly Rate <u>\$ 24.56</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>27</u>	<u>40</u>	<u>1080</u>	<u>\$ 24.56</u>	<u>\$ 26,524.80</u>
No. of Weeks	x	Hours per Week	=	Total Hours x Hourly Rate = Budgeted Salary

26,525.00 V4

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

Assist with overload work

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

12/02/2019
 Date
12/11/19
 Date
12/17/19
 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: 12/03/2019 Current Slot No.: T007
 Department Name: 275th District Court Current Position Title: Legal Assistant II
 Department No.: 005 Requested Position Title: Legal Assistant II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Extend Temp. Position

SALARY REQUEST: \$ 34,767.00 \$ 34,767.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

TOTAL BUDGETARY IMPACT: \$ 34,767.00

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:**

01/01/2020 12/31/2020 Monday - Friday 8am-5pm 40 27
 Start Date End Date Work Schedule Hours per Week No. of Weeks

Annual Salary \$34,767 Hourly Rate \$ 16.71
 Step 1 Salary / 2,080 Hours Per Year = Hourly Rate

27 40 1,080 \$ 16.71 \$ 18,047.00
~~52~~ x ~~40~~ = ~~2080~~ x ~~\$ 16.71~~ = ~~\$ 34,767.00~~
 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)

Temp pos To Assist w/ Backlogged cases in 2019. PA

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

12.2.19
 Date
12/11/2019
 Date
12/12/19
 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: 12/06/2019 Current Slot No.: ~~T025~~ TBD
 Department Name: Constable Pct. 3 Current Position Title:
 Department No.: 293-001 Requested Position Title: Deputy Constable

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:
 Current Budgeted Amount: _____ Proposed Budgeted Amount: 23,836.00 Net Change: \$0.00 - 23,836.00 (T.C.)

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

TOTAL BUDGETARY IMPACT: \$ 0.00 - 23,836.00 (T.C.)

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:**

01/01/2019	06/30/2019	Monday- Friday 8AM-5PM	40	27
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$45,914.00	Hourly Rate	\$ 22.07
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
27	40	1080	\$ 22.07	\$ 23,835.00 <u>23,836.00 (T.C.)</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)*

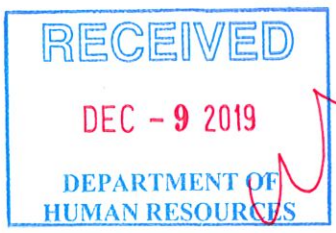
Request for a temporary Deputy Constable due to a shortage of deputies.

 Department Head

 Department of Human Resources

 Department of Budget & Management

12/06/2019
 Date
 12/11/2019
 Date
 12/17/19
 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: 11/05/2019 Current Slot No.: ~~F022 (proposed)~~ TBD (T.S.)
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - Program 013 Requested Position Title: Temporary P/T Clerk I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 7,800.00</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>\$ 7,800.00</u>		

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 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:**

<u>01/02/2020</u>	<u>06/30/2020</u>	<u>Monday to Friday</u>	<u>25</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>24,960.00/2080</u>		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>25</u>	<u>650.</u>	<u>\$ 12.00</u>	<u>\$ 7,800.00</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)

Clerical support is needed in the Public Health Emergency Preparedness Division.
 This temporary, part-time position will provide support to the overall scope of this grant program in areas such as inventory control, compiling and tabulating data, checking & reviewing documents 100% paid with PHEP grant funds.

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

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

