



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 SH FEB 18 2020
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 02/07/2020 Current Slot No.: 0002(018) / 0266 #8
 Department Name: WIC Current Position Title: RN-III Registered Nurse III 28
 Department No.: 350-018 1292 / 350-001 28 Requested Position Title: RN IBCLC Registered Nurse Consultant (IBCL) 28

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST: <u>prg#018</u>	<u>\$ 59,585.00</u>	<u>\$ 75,060.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount
		<u>\$ 15,475.00</u>
		Net Change

TOTAL BUDGETARY IMPACT: \$ 15,475.00 (Program 1)

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)

New Scope of practice (International Board Certified Lactation Consultant)

Clayton S
 Department Head
Michelle Delgado
 Department of Human Resources
[Signature]
 Department of Budget & Management

2/7/2020
 Date
2/20/2020
 Date
02/25/2020
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: WIC

Date: 02/20/2020

Department No.: 350

Program No.: 018/001

PR

CURRENT / PROPOSED:

Current Job Title:

<u>Registered Nurse III</u>	<u>0002</u>	<u>15</u>	<u>\$ 59,585.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Registered Nurse Consultant (IBCL)</u>	<u>0002/0264</u>	<u>18</u>	<u>\$ 75,060.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

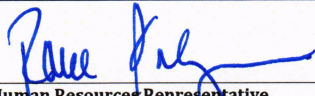
PR

COMMITTEE RECOMMENDATION:

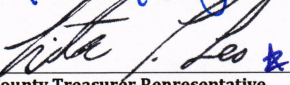
<u>Registered Nurse Consultant (IBCL)</u>	<u>18</u>	<u>\$ 75,060.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:


Human Resources Representative

2/20/2020.
Date


County Treasurer Representative

02/24/20
Date


Budget & Management Representative

02/25/2020
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SH FEB 18 2020

DEPARTMENT OF
HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 02/07/2020 Current Slot No.: ~~0002(018)~~ 0008 28 / 10267 ty
 Department Name: WIC Current Position Title: Peer Counselor II 28
 Department No.: 350-017 / 1292 350-001 28 Requested Position Title: International Board Certified Lactation Consultant

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input checked="" type="checkbox"/> Position Reclassification	<input type="checkbox"/> Other
SALARY REQUEST:	<u>prg# 017</u> \$ 27,599.00	\$ 27,599.00	<u>prg# 001</u> \$ 0.00	\$ 0.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
			\$ 43,796.00	\$ 16,197.00
			\$ 16,197.00	\$ 0.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 16,197.00 (Program 1)

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input type="checkbox"/> Other | |

- POSITION TYPE:**
- | | |
|---|--|
| <input checked="" type="checkbox"/> Full Time Regular Object Code 113 | <input type="checkbox"/> Part Time Regular Object Code 114 |
| <input type="checkbox"/> Full Time Temporary Object Code 121 | <input type="checkbox"/> 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)

New Scope of practice (International Board Certified Lactation Consultant)

[Signature]
Department Head

2/7/2020
Date

[Signature]
Department of Human Resources

2/20/2020
Date

[Signature]
Department of Budget & Management

02/25/2020
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: WIC

Date: 02/20/2020

Department No.: 350

Program No.: 017/001

PR

CURRENT / PROPOSED:

Current Job Title:

<u>Peer Counselor II</u>	<u>0008</u>	<u>05</u>	<u>\$ 27,599.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>International Board Certified Lactation</u>	<u>0008/0267</u>	<u>11</u>	<u>\$ 43,796.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

PR

COMMITTEE RECOMMENDATION:

<u>International Board Certified Lactation Consultant</u>	<u>11</u>	<u>\$ 43,796.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

2/20/2020
Date

[Signature]
County Treasurer Representative

02/21/20
Date

[Signature]
Budget & Management Representative

02/20/2020
Date