



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: 04/16/2020 Current Slot No.: -TBD 049-059 proposed
 Department Name: COMMUNITY SERVICE AGENCY Current Position Title: SEE ATTACHED
 Department No.: 901-033 Requested Position Title: SEE ATTACHED

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

SALARY REQUEST:	0.00	<u>\$ 321,869.00</u>	<u>-0.00 \$ 321,869.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	0.00	_____	0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 321,869.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other _____	<input type="checkbox"/> CSBG, CEAP

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)

REQUESTING FOR 11 NEW POSITIONS FOR OUR AGENCY DUE TO COVID19.

 Department Head

 Department of Human Resources

 Department of Budget & Management

4/16/2020
 Date
4/17/2020
 Date
04/17/2020
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

APR 16 2020

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: COMMUNITY SERVICE AGENCY

Department No.: 901-033

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
049		ELIGIBILITY WORKER II		29,801.00
050		ELIGIBILITY WORKER II		29,801.00
051		ELIGIBILITY WORKER II		29,801.00
052		CASE STUDY MANAGER		32,115.00
053		CASE STUDY MANAGER		32,115.00
054		CASE STUDY MANAGER		32,115.00
055		DATA ENTRY PROCESSING CLERK		25,709.00
056		DATA ENTRY PROCESSING CLERK		25,709.00
057		DATA ENTRY PROCESSING CLERK		25,709.00
058		ACCOUNTANT I		33,439.00
059		TECHNICIAN I		25,555.00
			TOTAL:	321,869.00

E.M.