



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

APR 27 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: 04/27/2020 Current Slot No.: T013 18
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - Program 076 Requested Position Title: COVID-19 Analyst I

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 10,140.00</u> Proposed Budgeted Amount	<u>\$ 10,140.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 10,140.00</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 076

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>06/08/2020</u> Start Date	<u>12/1/2020</u> End Date	<u>Monday to Friday</u> Work Schedule	<u>20</u> Hours per Week	<u>26</u> No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 19.50</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>20</u>	<u>520</u>	<u>\$ 19.50</u>	<u>\$ 10,140.00</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)

100% Grant Funded. Will perform specialized COVID-19 related projects that pertain to epidemiological, biological, mathematical and geo-spatial analysis functions of the county. Will provide support functions to public health emergency preparedness and response operations for COVID-19.

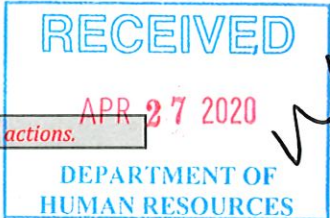
Eduardo Olivarez [Signature] 04/27/2020
 Department Head Date
[Signature] 4/28/2020
 Department of Human Resources Date
[Signature] 4/30/2020
 Department of Budget & Management Date



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Eduardo Olivarez Department Head Date: 04/27/2020
[Signature] Department of Human Resources Date: 4/28/2020
[Signature] Department of Budget & Management Date: 4/30/2020



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<u>Eduardo Olivarez</u> Department Head	<u>04/27/2020</u> Date
<u>[Signature]</u> Department of Human Resources	<u>4/28/2020</u> Date
<u>[Signature]</u> Department of Budget & Management	<u>04/30/2020</u> Date



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Eduardo Olivarez Miguel Escobar 04/27/2020
 Department Head Date
Ally Pelayo 4/28/2020
 Department of Human Resources Date
[Signature] 04/30/2020
 Department of Budget & Management Date