



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

RECEIVED  
 SA APR 30 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: 04/28/2020 Current Slot No.: T001-006  
 Department Name: WIC Program Current Position Title: \_\_\_\_\_  
 Department No.: 350-020 Requested Position Title: Referral Resource Specialist I

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

<b>SALARY REQUEST:</b>	<u>0.00</u> <del>\$ 19,800.00</del>	<u>28</u> \$ 19,800.00	<u>28</u> \$ 0.00 <del>\$ 19,800.00</del>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>28</u> \$ 0.00 <del>\$ 19,800.00</del>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Salary Adjustment                       Other Summer Food Program 0.1292.441.00.350.20.0.122

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>06/01/2020</u>	<u>08/14/2020</u>	<u>10:00am - 03:00pm</u>	<u>25</u>	<u>11</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12.00 X 25 = 300 X 11 WKS = 19,800</u>			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>11</u>	<u>25</u>	<u>275</u>	<u>\$ 12.00</u>	<u>\$ 3,300.00</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)

Position needed for summer food program for 11 weeks

Department Head \_\_\_\_\_  
  
 Department of Human Resources \_\_\_\_\_  
  
 Department of Budget & Management \_\_\_\_\_

04/28/2020  
 Date \_\_\_\_\_  
4/30/2020  
 Date \_\_\_\_\_  
5/1/2020  
 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: WIC Program

Department No.: 350-020

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T-001		Referral Resource Specialist I		3,300
T-002		Referral Resource Specialist I		3,300
T-003		Referral Resource Specialist I		3,300
T-004		Referral Resource Specialist I		3,300
T-005		Referral Resource Specialist I		3,300
T-006		Referral Resource Specialist I		3,300
		Total		19,800