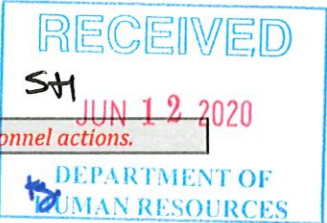




COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM



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

Date: 06/11/2020 Current Slot No.: T001 (proposed)
 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>\$ 6,240.00</u>	<u>\$ 6,240.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 6,240.00</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>07/01/2020</u>	<u>12/31/2020</u>	<u>Monday to Friday</u>	<u>20</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$24,960.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>\$ 12.00</u>	
<u>26</u>	<u>20</u>	<u>520</u>	<u>\$ 12.00</u>	<u>\$ 6,240.00</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

06/11/2020
 Date
6/12/2020
 Date
06/12/2020
 Date