



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 08/14/2020 Current Slot No.: 0033/0004
 Department Name: Human Services/ 1115 Waiv Current Position Title: Coordinator III, Human Services
 Department No.: 240-001/240-005 Requested Position Title: Coordinator III, Human Services

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 5,700.00</u>	<u>\$ 5,700.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,700.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other 1115 Waiver DSRIP

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

JUSTIFICATION / PRIORITY: (Explain why this allowance request is essential)

Assigning the 1115 Waiver DSRIP duties to slot 240-001-0033

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

Daniel Samueto
 Department Head

Blue Duffin
 Department of Human Resources

[Signature]
 Department of Budget & Management

8/14/20
 Date

8/17/2020
 Date

8/17/2020
 Date

RECEIVED ON:
AUG 17 '20 PM 1:08



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

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

Date: 08/14/2020 Current Slot No.: 0001/0003
 Department Name: Human Services/ 1115 Waiv Current Position Title: Division Manager III, Human Services
 Department No.: 240-001/240-005 Requested Position Title: Division Manager III, Human Service

ALLOWANCE REQUEST: Type of Allowance

Position
 Interpreter
 Clothing
 Supplemental
 Auto

ALLOWANCE AMOUNT:	<u>\$ 0.00</u>	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

ALLOWANCE AMOUNT:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 5,000.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Salary Adjustment
 Other 1115 Waiver DSRIP

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

JUSTIFICATION / PRIORITY: *(Explain why this allowance request is essential)*

Assigning the 1115 Waiver UC, UHRIP and LPPF duties to slot 240-001-0001

COMMENTS: *(Any comments you wish to make regarding this request, attach additional pages if needed)*

Daren Garmena
 Department Head
Rene P. [Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

8/14/20
 Date
8/17/2020
 Date
08/17/2020
 Date

RECEIVED ON:
 AUG 17 '20 PM 1:08



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: 08/14/2020 Current Slot No.: 0001/0002
 Department Name: 1115 Waiver DSRIP Current Position Title: Coordinator II/ Coordinator I
 Department No.: 240-005 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 43,796.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 43,796.00</u> Net Change
SALARY REQUEST:	<u>\$ 37,548.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 37,548.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 81,344.00</u>		

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)

Positions no longer needed.

Doreen Gutierrez
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

8/14/20
 Date
8/17/2020
 Date
08/17/2020
 Date

RECEIVED ON:
AUG 17 '20 PM 1:08