



# 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: 08/20/2020 Current Slot No.: 071 (proposed)  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 003 Requested Position Title: Clerk II

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 25,347.00</u>	<u>\$ 25,347.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 25,347.00</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 **FLSA:**  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Slot 001-0042 (Clerk III) to be deleted. Clerk II duties are needed. Will perform routine clerical work in areas such as bookkeeping, inventory control, statistics. Duties will also involve compiling and tabulating data, checking documents for accuracy, transporting documents & maintaining files, interviewing health department clients and checking for program eligibility.

Eduardo Olivarez 08/20/2020  
 Department Head Date  
[Signature]  
 Department of Human Resources Date  
[Signature]  
 Department of Budget & Management Date  
8/27/20

RECEIVED ON:  
 AUG 20 '20 AM 10:38



# 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: 08/20/2020 Current Slot No.: 0042  
 Department Name: Health & Human Services Current Position Title: Clerk III  
 Department No.: 340 - Program 001 Requested Position Title: \_\_\_\_\_

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>DELETE SLOT</u>
		<u>\$28,565.00</u>			<u>-\$28,565.00</u>
<b>SALARY REQUEST:</b>	<u>\$27,599.00</u>	\$ 0.00	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>-\$27,599.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>\$27,599.00</u>	\$ 0.00	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$28,565.00</u>		<u>-\$28,565.00</u>		<u>-\$27,599.00</u>
	Current Budgeted Amount		Current Budgeted Amount		Net Change

**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      **FLSA:**  Exempt  
 Non-Exempt       Non-Exempt

**\* TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

This slot is currently vacant. The duties have been reviewed and evaluated. The duties for this position are in line with the duties for a Clerk II. A separate PAR form is submitted to create a Clerk II in Health Clinics 340-003. Position not needed in Health Admin 340-001

Eduardo Olivarez Department Head      08/20/2020 Date  
[Signature] Department of Human Resources      08/21/2020 Date  
[Signature] Department of Budget & Management      \_\_\_\_\_ Date

**RECEIVED ON:**  
**AUG 20 '20 AM 10:37**