



# 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: 08/28/2020 Current Slot No.: 0017 (proposed) #8  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 076 Requested Position Title: COVID-19 Medical Technician I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 27,599.00</u> Proposed Budgeted Amount	<u>\$ 27,599.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 27,599.00</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:**

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)*

100% Grant Funded. Assist and augment the COVID-19 Registered Nurse in the performance of clinical duties and treatment of clients as related to COVID-19. Will perform technical nursing functions. Will participate as a member of the Public Health Preparedness Response Team.

Eduardo Olivarez  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/28/2020  
 Date  
8/28/2020  
 Date  
08/28/2020  
 Date



# 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: 08/28/2020 Current Slot No.: 0018 (proposed) K3  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 40,552.00</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 **FLSA:**  Exempt  
 Non-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)*

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.

<u>Eduardo Olivarez</u> Department Head	<u>08/28/2020</u> Date
<u>[Signature]</u> Department of Human Resources	<u>8/28/2020</u> Date
<u>[Signature]</u> Department of Budget & Management	<u>08/28/2020</u> Date



# 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: 08/28/2020 Current Slot No.: 0019 (proposed) kg  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>                    </u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change

**TOTAL BUDGETARY IMPACT:** \$ 40,552.00

**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:**

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				
$\frac{\text{No. of Weeks}}{\text{No. of Weeks}} \times \frac{\text{Hours per Week}}{\text{Hours per Week}} = \frac{\text{Total Hours}}{\text{Total Hours}} \times \frac{\text{Hourly Rate}}{\text{Hourly Rate}} = \text{Budgeted Salary}$				

**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  
 Department Head  
Steve Pulguez  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/28/2020  
 Date  
8/28/2020  
 Date  
08/28/2020  
 Date



# 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: 08/28/2020 Current Slot No.: TO20 (proposed) ty  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 076 Requested Position Title: COVID-19 Clerk I

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

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

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:

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
<u>09/28/2020</u>	<u>03/14/2021</u>	<u>Monday to Friday</u>	<u>35</u>	<u>24</u>
Annual Salary			Hourly Rate	\$ 12.00
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>18</u>	<u>35</u>	<u>630</u>	<u>\$ 12.00</u>	<u>\$ 7560.00</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. This position will be dedicated to mitigate the spread of COVID-19 in the community during the national emergency and during the term of the COVID-19 grant. This position will provide support to the COVID-19 grant program in other areas such as greeting clients, visitors an guest of the county and administering pre-screening questionnaires and distributing education materials

Eduardo Olivarez Department Head Date: 08/28/2020  
Rene Pelayo Department of Human Resources Date: 8/28/2020  
[Signature] Department of Budget & Management Date: 08/28/2020



# 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: 08/28/2020 Current Slot No.: T021 (proposed) Fy  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 076 Requested Position Title: COVID-19 Clerk I

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 5,880.00</u> <u>\$ 10,140.00</u> Proposed Budgeted Amount	<u>\$ 5,880.00</u> <u>-\$ 10,140.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 5,880.00</u> <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:**

09/28/2020 <sup>12/31/2020</sup> ~~03/14/2021~~ Monday to Friday 35 24  
 Start Date End Date Work Schedule Hours per Week No. of Weeks

Annual Salary \_\_\_\_\_ Hourly Rate \$ 12.00  
 Step 1 Salary / 2,080 Hours Per Year - Hourly Rate 6305.00

18 x 35 = 630.00 Total Hours x \$ 12.00 Hourly Rate = \$ 7,560.00 Budgeted Salary

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

100% Grant Funded. This position will be dedicated to mitigate the spread of COVID-19 in the community during the national emergency and during the term of the COVID-19 grant. This position will provide support to the COVID-19 grant program in other areas such as greeting clients, visitors an guest of the county and administering pre-screening questionnaires and distributing education materials

Eduardo Olivarez  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

08/28/2020  
 Date  
8/28/2020  
 Date  
08/28/2020  
 Date



# 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: 08/28/2020 Current Slot No.: T022 (proposed) ty  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340 - Program 076 Requested Position Title: COVID-19 Clerk I

REQUEST FOR:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Other
SALARY REQUEST:	\$ 0.00	\$ 5,880.00	\$ 10,140.00	\$ 5,880.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 10,140.00	\$ 5,880.00	\$ 10,140.00	\$ 5,880.00

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

**\* TEMPORARY POSITIONS:**

09/28/2020	03/14/2021	Monday to Friday	35	24 18
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary			Hourly Rate	\$ 12.00
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
18	35	6300	\$ 12.00	\$ 7,560.00
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. This position will be dedicated to mitigate the spread of COVID-19 in the community during the national emergency and during the term of the COVID-19 grant. This position will provide support to the COVID-19 grant program in other areas such as greeting clients, visitors an guest of the county and administering pre-screening questionnaires and distributing education materials

<u>Eduardo Olivarez</u> Department Head <u>[Signature]</u> Department of Human Resources <u>[Signature]</u> Department of Budget & Management	Date: <u>08/28/2020</u> Date: <u>8/26/2020</u> Date: <u>08/28/2020</u>
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