



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: 12/29/2020 Current Slot No.: TBO hm
 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 _____

SALARY REQUEST:	<u>\$ 0.00</u>	<u>4,200.00</u> \$ 3,864.00	<u>4,200.00</u> \$ 3,864.00 <u>hm</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>\$ 3,864.00</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:

<u>01/06/2021</u>	<u>03/14/2021</u>	<u>Monday to Friday</u>	<u>35</u>	<u>10</u> <u>9.2</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u>	<u>35</u>	<u>322</u>	<u>\$ 12.00</u>	<u>\$ 3,864.00</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 12/29/2020
 Department Head Date

[Signature] 12/30/20
 Department of Human Resources Date

[Signature] 1/4/21
 Department of Budget & Management Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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Date: 12/29/2020 Current Slot No.: TR50
 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 _____

SALARY REQUEST:	\$ 0.00	<u>4,200.00</u> \$ 3,864.00	<u>4,200.00</u> \$ 3,864.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 3,864.00		

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 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt
 FLSA: Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>01/06/2021</u> Start Date	<u>03/14/2021</u> End Date	<u>Monday to Friday</u> Work Schedule	<u>35</u> Hours per Week	<u>10</u> <u>9.2</u> No. of Weeks
Annual Salary _____		Hourly Rate <u>\$ 12.00</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>10</u> <u>9.2</u>	<u>35</u>	<u>350</u> <u>322</u>	<u>\$ 12.00</u>	<u>\$ 4,200.00</u> <u>\$ 3,864.00</u>
No. of Weeks x Hours per Week =		Total Hours x Hourly Rate =	Budgeted Salary	

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Eduardo Olivarez [Signature] 12/29/2020
 Department Head Date
[Signature] 12/30/20
 Department of Human Resources Date
[Signature] 1/6/21
 Department of Budget & Management Date



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	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
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Annual Salary _____			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			<u>\$ 4,200.00</u>	
<u>9.2</u>	<u>35</u>	<u>322</u>	<u>\$ 12.00</u>	<u>\$ 3,864.00</u>
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