



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: 03/08/2021 Current Slot No.: 0001-0015 *Am*
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350-026 Requested Position Title: Covid 19 -Clerk 1

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

SALARY REQUEST:	<u>\$0.00</u>	<u>\$ 165,600.00</u>	<u>\$ 165,600.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 165,600.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 1.1292.441.00.350.026.1WICExtrafunding-covid

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>04/26/2021</u>	<u>09/30/2021</u>	<u>08:00am - 5:00pm</u>	<u>40</u>	<u>23</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12.00 X 40 = 480 X 23WKS = 11,040.00</u>			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>23</u>	<u>40</u>	<u>920</u>	<u>\$ 12.00</u>	<u>\$ 11,040.00</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)

Positions needed to maintain and enforce COVID-19 safety protocols at WIC facilities (i.e. perform temperature checks on WIC staff and all who enter WIC facilities, enforce the use of facial coverings, assist with applicant/client services by picking up and dropping off WIC participant cards from drop boxes, disinfecting/sanitizing areas of frequent contact).

Clara
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

03/08/2021
 Date
3/12/21
 Date
03/12/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MULTIPLE PERSONNEL ACTION FORM (Attachment A)

NOTE: Complete this form in addition to your par form if department is requesting more than (3) personnel actions.

Department Name: WIC Program

Department No.: 350 - 026

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
026-001		Covid 19 - Clerk I		11,040.00
026-002		Covid 19 - Clerk I		11,040.00
026-003		Covid 19 - Clerk I		11,040.00
026-004		Covid 19 - Clerk I		11,040.00
026-005		Covid 19 - Clerk I		11,040.00
026-006		Covid 19 - Clerk I		11,040.00
026-007		Covid 19 - Clerk I		11,040.00
026-008		Covid 19 - Clerk I		11,040.00
026-009		Covid 19 - Clerk I		11,040.00
026-010		Covid 19 - Clerk I		11,040.00
026-011		Covid 19 - Clerk I		11,040.00
026-012		Covid 19 - Clerk I		11,040.00
026-013		Covid 19 - Clerk I		11,040.00
026-014		Covid 19 - Clerk I		11,040.00
026-015		Covid 19 - Clerk I		11,040.00

Total \$165,600