



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: 03/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: See attached
 Department No.: 340 Requested Position Title: Medical Technician I

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

SALARY REQUEST:	\$ 0.00	\$ 207,012.00	
	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:	\$ 207,012.00		

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 012, Sub-Function 010

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>03/29/2021</u>	<u>09/26/2021</u>	<u>Monday to Friday</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>27,599</u>		Hourly Rate <u>\$ 13.27689</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1,040</u>	<u>\$ 13.27689</u>	<u>\$ 13,800.80</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 assist and augment staff in the performance of clinical duties and treatment of clients. This position will perform technical nursing functions administer medications and immunizations in the clinics or clinic sites. Will assist with medical care documentation and reports.

<u>Eduardo Olivarez</u>	<u>03/10/2021</u>
Department Head	Date
<u>[Signature]</u>	<u>3/11/21</u>
Department of Human Resources	Date
<u>[Signature]</u>	<u>03/12/2021</u>
Department of Budget & Management	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: Health & Human Services *50/ME*

Department No.: 340

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T001		Medical Technician I		13,800.80
T002		Medical Technician I		13,800.80
T003		Medical Technician I		13,800.80
T004		Medical Technician I		13,800.80
T005		Medical Technician I		13,800.80
T006		Medical Technician I		13,800.80
T007		Medical Technician I		13,800.80
T008		Medical Technician I		13,800.80
T009		Medical Technican I		13,800.80
T010		Medical Technican I		13,800.80
T011		Medical Techician I		13,800.80
T012		Medical Technician I		13,800.80
T013		Medical Technician I		13,800.80
T014		Medical Technican I		13,800.80
T015		Medical Technican I		13,800.80

Em