



# 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: 03/17/2021 Current Slot No.: T031  
 Department Name: Health & Human Services Current Position Title: COVID-19 Clerk I  
 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 Current Budgeted Amount      \$ 6,720.00 Proposed Budgeted Amount      \$ 6,720.00 Net Change  
*Handwritten: \$6,720.00 hr*

SALARY REQUEST: \_\_\_\_\_ Current Budgeted Amount      \$ 0.00 Proposed Budgeted Amount      \$ 0.00 Net Change

TOTAL BUDGETARY IMPACT: \$ 3,864.00 *Handwritten: \$6,720.00 hr*

**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:**

<u>03/15/2021</u>	<u>07/02/2021</u>	<u>Monday to Friday</u>	<u>35</u>	<u>16</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>16</u>	<u>35</u>	<u>560</u>	<u>\$ 12.00</u>	<u>\$ 6,720.00</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 *Handwritten Signature*      03/17/2021  
 Department Head      Date

[Signature]      3/18/21  
 Department of Human Resources      Date

[Signature]      03/22/21  
 Department of Budget & Management      Date

