



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: 04/21/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: See attached
 Department No.: 340 -079 Requested Position Title: 40 positions (Project 1)

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 1,308,684.00</u> Proposed Budgeted Amount	<u>\$ 1,308,684.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 1,308,684.00</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 079

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. These 40 positions will support Project 1 from the COVID-19 Immunization grant. Project 1 is to increase COVID-19 vaccination capacity across the jurisdiction, including high-risk and underserved populations.

<u>Eduardo Olivarez</u> Department Head	<u>04/21/2021</u> Date
<u>[Signature]</u> Department of Human Resources	<u>05/10/2021</u> Date
<u>[Signature]</u> Department of Budget & Management	<u>05/10/2021</u> 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

Department No.: 340 -079 ty

RECEIVED
 MAY 06 2021 *PR*
 DEPARTMENT OF
 HUMAN RESOURCES

Project #1
 Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001		COVID-19 Supervisory Nurse		51,084.00
0002		COVID-19 Supervisory Nurse		51,084.00
0003		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0004		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0005		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0006		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0007		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0008		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0009		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0010		COVID-19 LVN II <i>Licensed Vocational Nurse II</i>		43,796.00
0011		COVID-19 Medical Assistant		27,599.00
0012		COVID-19 Medical Assistant		27,599.00
0013		COVID-19 Medical Assistant		27,599.00
0014		COVID-19 Medical Assistant		27,599.00
0015		COVID-19 Medical Assistant		27,599.00

E.m.



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

Department No.: 340 -079 *kg*



Project #1
Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0016		COVID-19 Medical Assistant		27,599.00
0017		COVID-19 Medical Assistant		27,599.00
0018		COVID-19 Medical Assistant		27,599.00
0019		COVID-19 Medical Assistant		27,599.00
0020		COVID-19 Medical Assistant		27,599.00
0021		COVID-19 Medical Assistant		27,599.00
0022		COVID-19 Medical Assistant		27,599.00
0023		COVID-19 Medical Assistant		27,599.00
0024		COVID-19 Medical Assistant		27,599.00
0025		COVID-19 Medical Assistant		27,599.00
0026		COVID-19 Medical Assistant		27,599.00
0027		COVID-19 Medical Assistant		27,599.00
0028		COVID-19 Medical Assistant		27,599.00
0029		COVID-19 Medical Assistant		27,599.00
0030		COVID-19 Medical Assistant		27,599.00



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

Department No.: 340 -099 ty

Project A1
Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0031		COVID-19 Medical Assistant		27,599.00
0032		COVID-19 Medical Assistant		27,599.00
0033		COVID-19 Medical Assistant		27,599.00
0034		COVID-19 Medical Assistant		27,599.00
0035		COVID-19 Project Specialist II		43,796.00
0036		COVID-19 Project Specialist I		37,548.00
0037		COVID-19 Project Specialist I		37,548.00
0038		COVID-19 Project Clerk		24,960.00
0039		COVID-19 Project Clerk		24,960.00
0040		COVID-19 Project Clerk		24,960.00



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: 04/21/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: See attached
 Department No.: 340 -080 Requested Position Title: 21 positions (Project 2)

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 737,722.00</u> Proposed Budgeted Amount	<u>\$ 737,722.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 737,722.00</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 080

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. These 21 positions will support Project 2 from the COVID-19 Immunization grant. Project 2 is to ensure high-quality and safe administration of COVID-19 vaccines.

<p><u>Eduardo Olivarez</u> Department Head</p> <p><u>Ruperto Janz</u> Department of Human Resources</p> <p><u>[Signature]</u> Department of Budget & Management</p>	<p><u>04/21/2021</u> Date</p> <p><u>05/10/2021</u> Date</p> <p><u>05/10/2021</u> Date</p>
---	---



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

Department No.: 340 -080 *to*



Project #2
Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001		COVID-19 Supervisory Nurse		51,084.00
0002		COVID-19 Project Specialist III		51,084.00
0003		COVID-19 Project Specialist III		51,084.00
0004		COVID-19 Project Specialist II		43,796.00
0005		COVID-19 Project Specialist I		37,548.00
0006		COVID-19 Project Specialist I		37,548.00
0007		COVID-19 Project Clerk		24,960.00
0008		COVID-19 Project Clerk		24,960.00
0009		COVID-19 Project Clerk		24,960.00
0010		COVID-19 Project Clerk		24,960.00
0011		COVID-19 Project Clerk		27,599.00
0012		COVID-19 LVN II - Team Lead <i>Licensed Vocational Nurse II</i>		43,796.00
0013		COVID-19 LVN II - Team Lead <i>Licensed Vocational Nurse II</i>		43,796.00
0014		COVID-19 LVN II - Team Lead <i>Licensed Vocational Nurse II</i>		43,796.00
0015		COVID-19 LVN II - Team Lead <i>Licensed Vocational Nurse II</i>		43,796.00

Em



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

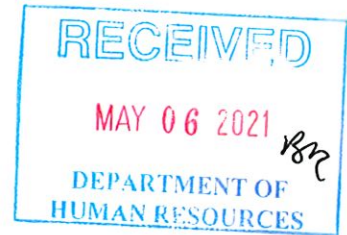
MULTIPLE PERSONNEL ACTION FORM (Attachment A)

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

Department Name: Health & Human Services

Department No.: 340 - CEO *tg*

Project #2
Position Information:



Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0016		COVID-19 Medical Assistant		27,599.00
0017		COVID-19 Medical Assistant		27,599.00
0018		COVID-19 Medical Assistant		27,599.00
0019		COVID-19 Medical Assistant		27,599.00
0020		COVID-19 Medical Assistant		27,599.00
0021		COVID-19 Medical Assistant		27,599.00



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: 04/21/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: See attached
 Department No.: 340 -081 40 Requested Position Title: 15 positions (Project 3)

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 583,843.00</u>	<u>\$ 583,843.00</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>\$ 583,843.00</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 081

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. These 15 positions will support Project 3 from the COVID-19 Immunization grant. Project 3 is to ensure equitable distribution and administration of COVID-19 vaccines.

<u>Eduardo Olivarez</u> Department Head	<u>04/21/2021</u> Date
<u>Refined Jaeng</u> Department of Human Resources	<u>05/10/2021</u> Date
<u>SS</u> Department of Budget & Management	<u>05/10/2021</u> 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

Department No.: 340 -081 to



Project #3
Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0001		COVID-19 Project Specialist III		51,084.00
0002		COVID-19 Project Specialist III		51,084.00
0003		COVID-19 Project Specialist II		43,796.00
0004		COVID-19 Project Specialist II		43,796.00
0005		COVID-19 Project Specialist I		37,548.00
0006		COVID-19 Project Specialist I		37,548.00
0007		COVID-19 Project Specialist I		37,548.00
0008		CV19 COVID-19 System Support Specialist I		37,548.00
0009		CV19 COVID-19 System Support Specialist I		37,548.00
0010		COVID-19 Custodian I		24,960.00
0011		COVID-19 Custodian I		24,960.00
0012		COVID-19 Administrat Assistant III		34,767.00
0013		COVID-19 Analyst I		40,552.00
0014		COVID-19 Analyst I		40,552.00
0015		COVID-19 Analyst I		40,552.00