



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: 06/18/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -012 28 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	<u>Delete</u>
SALARY REQUEST:	<u>\$ 165,609.60</u>	<u>\$ 0.00</u>	<u>-\$ 165,609.60</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>-\$ 165,609.60</u>				

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

<input checked="" type="checkbox"/> Current Department Budget	<input type="checkbox"/> Annual Budget Cycle	<input type="checkbox"/> Will Require Additional Funds
<input type="checkbox"/> Salary Adjustment	<input checked="" type="checkbox"/> Other	<u>Fund 1293, Program 012, Sub-Function 010</u>

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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. After a reassessment of this program's needs, it was determined that twelve Medical Technicians slots would be deleted and 2 regular licenses vocational nurses would be created.

Eduardo Olivarez Miguel Jimenez
 Department Head Date: 06/18/2021
 Department of Human Resources Date: 7/2/21
 Department of Budget & Management Date: 07/07/2021





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



Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
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 Technician 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



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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 06/18/2021 Current Slot No.: 0016 28
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 10 - 340 - 012 29 Requested Position Title: Licensed Vocational Nurse II

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

SALARY REQUEST:	\$ 0.00	\$ 43,796.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 43,796.00		

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:**

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. 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.

Eduardo Olivarez [Signature] 06/18/2021
 Department Head Date
[Signature] 7/2/21
 Department of Human Resources Date
[Signature] 07/01/2021
 Department of Budget & Management Date





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: 06/18/2021 Current Slot No.: 0017 28
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 10-340-02 28 Requested Position Title: Licensed Vocational Nurse II Fin

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 43,796.00</u> Proposed Budgeted Amount	<u>\$ 43,796.00</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>\$ 43,796.00</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 012, Sub-Function 010 28

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. 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.

Eduardo Olivarez Miguel Serrano 06/18/2021
 Department Head Date
[Signature] 7/2/21
 Department of Human Resources Date
[Signature] 07/09/21
 Department of Budget & Management Date

