



# 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: 09/01/2021 Current Slot No.: 0065  
 Department Name: Health & Human Services Current Position Title: \_\_\_\_\_  
 Department No.: 340-001 Requested Position Title: Administrative Services Manager,  
Health & Human Services Department EM

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

|  |                          |                     |
|--|--------------------------|---------------------|
| <b>SALARY REQUEST:</b>                             | <u>\$ 81,065.00</u>      | <u>\$ 81,065.00</u> |
| Current Budgeted Amount                            | Proposed Budgeted Amount | Net Change          |
| <b>SALARY REQUEST:</b>                             |                          | <u>\$ 0.00</u>      |
| Current Budgeted Amount                            | Proposed Budgeted Amount | Net Change          |
| <b>TOTAL BUDGETARY IMPACT:</b> <u>\$ 81,065.00</u> |                          |                     |

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**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)**

The Administrative Services Manager will be responsible for overseeing the Health Department's personnel and financial operations, including but not limited to grants, for over 200 employees.  
Creation of this position will allow for a centralized management approach to address critical areas of need in the department's day-to-day operations.

Department Head [Signature]  
 Department of Human Resources [Signature]  
 Department of Budget & Management \_\_\_\_\_

09-01-2021  
 Date  
9/2/21  
 Date  
09/04/2021  
 Date