



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 PM SEP 10 2021
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: Covid-19 Medical Assistant
 Department No.: 340 -079 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>331,188.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>0.00</u> Proposed Budgeted Amount	<u>-\$ 331,188.00</u> Proposed Budgeted Amount	<u>-\$ 331,188.00</u> Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 331,188.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

100% Grant Funded. A review of the grant operations and limited funding was done. It was determined that the quantity of these positions would be reduced thereby reducing the total amount that had been budgeted for salaries and making funds available for other operating costs. A different, lower paying position was also considered.

Eduardo Olivarez
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

09/10/2021
 Date

9/15/21
 Date

9/16/2021
 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

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0023	COVID-19 Medical Assistant		27,599.00	0.00
0024	COVID-19 Medical Assistant		27,599.00	0.00
0025	COVID-19 Medical Assistant		27,599.00	0.00
0026	COVID-19 Medical Assistant		27,599.00	0.00
0027	COVID-19 Medical Assistant		27,599.00	0.00
0028	COVID-19 Medical Assistant		27,599.00	0.00
0029	COVID-19 Medical Assistant		27,599.00	0.00
0030	COVID-19 Medical Assistant		27,599.00	0.00
0031	COVID-19 Medical Assistant		27,599.00	0.00
0032	COVID-19 Medical Assistant		27,599.00	0.00
0033	COVID-19 Medical Assistant		27,599.00	0.00
0034	COVID-19 Medical Assistant		27,599.00	0.00
			12 x 27,599.00 =	331,188.00



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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RTR SEP 10 2021

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: See attached
 Department No.: 340 -079 Requested Position Title: Covid-19 Project Clerk

28

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 174,720.00</u>	<u>\$ 174,720.00</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>\$ 174,720.00</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 additional positions will support Project 1 from the COVID-19 Immuniza grant. Project 1 is to increase COVID-19 vaccination capacity across the jurisdiction, including high-risk and underserved populations.

Eduardo Olivarez
Department Head

09/10/2021
Date

[Signature]
Department of Human Resources

09/15/21
Date

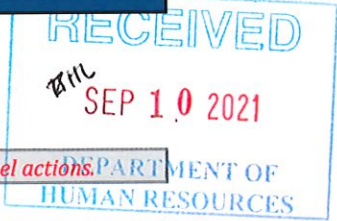
[Signature]
Department of Budget & Management

09/16/2021
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: 09/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: Covid-19 ~~LVN II~~ ^{Licensed Vocational Nurse II}
 Department No.: 340-080 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	Delete
SALARY REQUEST:	<u>131,388.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>0.00</u> Proposed Budgeted Amount	<u>-\$ 131,388.00</u> Proposed Budgeted Amount	<u>-\$ 131,388.00</u> Net Change
SALARY REQUEST:	_____	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL BUDGETARY IMPACT:	<u>-\$ 131,388.00</u>				

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Annual Budget Cycle
- Salary Adjustment
- Will Require Additional Funds
- 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	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		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. A review of the grant operations and limited funding was done. It was determined that these positions would be replaced by 4 qty Covid-19 Project Specialist I type positions and one Covid-19 Project Specialist II position to better meet the Project objectives.

Eduardo Olivarez
Department Head

09/10/2021
Date

[Signature]
Department of Human Resources

09/15/21
Date

[Signature]
Department of Budget & Management

09/16/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 SEP 10 2021
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: Covid-19 Project Clerk
 Department No.: 340 -080 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>124,800.00</u> \$ 0.00	<u>0.00</u> -\$124,800.00	<u>0.00</u> -\$124,800.00	<u>0.00</u> -\$124,800.00	<u>0.00</u> -\$124,800.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$124,800.00</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 **FLSA:** Exempt
 Non-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. A review of the grant operations and limited funding was done. It was determined that these positions would be replaced by 4 qty Covid-19 Project Specialist I type positions and one Covid-19 Project Specialist II position to better meet the Project objectives.

Eduardo Olivarez
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

09/10/2021
 Date
alish/hl
 Date
09/10/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SEP 10 2021

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: Covid-19 Medical Assistant
 Department No.: 340-080 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>82,797.00</u> -\$ 0.00	<u>0.00</u> -\$ 82,797.00	<u>0.00</u> -\$ 82,797.00	<u>0.00</u> -\$ 82,797.00	<u>0.00</u> -\$ 82,797.00
	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 82,797.00</u>				

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|--|--|--|
| <input 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 080</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>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</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. A review of the grant operations and limited funding was done. It was determined that these positions would be replaced by 4 qty Covid-19 Project Specialist I type positions and one Covid-19 Project Specialist II position to better meet the Project objectives.

Eduardo Olivarez
Department Head

09/10/2021
Date

[Signature]
Department of Human Resources

09/15/21
Date

[Signature]
Department of Budget & Management

09/16/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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SEP 10 2021

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: 0022
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -080 Requested Position Title: Covid-19 Project Specialist II

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

SALARY REQUEST:	\$ 0.00	\$ 43,796.00	\$ 43,796.00
	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:	\$ 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 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 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 additional position will support Project 2 from the COVID-19 Immuniza grant. Project 2 is to ensure high-quality and safe administration of COVID-19 vaccines.

Eduardo Olivarez
 Department Head

 Department of Human Resources

 Department of Budget & Management

09/10/2021
 Date
9/15/21
 Date
09/16/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SEP 10 2021

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: ~~0023~~ See attached
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-080 Requested Position Title: Covid-19 Project Specialist I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 150,192.00</u>	<u>\$ 150,192.00</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: \$ 150,192.00

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 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 **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 additional positions will support Project 2 from the COVID-19 Immuniza grant. Project 2 is to ensure high-quality and safe administration of COVID-19 vaccines.

Eduardo Olivarez
Department Head

09/10/2021
Date

[Signature]
Department of Human Resources

9/15/21
Date

[Signature]
Department of Budget & Management

09/16/21
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

SEP 10 2021

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/10/2021 Current Slot No.: 0016
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-081 Requested Position Title: Covid-19 Administrative Adm Assistant III 28

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 34,767.00</u>	<u>\$ 34,767.00</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>\$ 34,767.00</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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

100% Grant Funded. These additional position will support Project 3 from the COVID-19 Immuniza grant. Project 3 is to ensure equitable distribution and administration of COVID-19 vaccines.

Eduardo Olivarez
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

09/10/2021
 Date

09/15/21
 Date

09/16/21
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

VED

File SEP 08 2021

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/08/2021 Current Slot No.: see attached
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -084 Requested Position Title: Covid-19 Medical Assistant 28

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

SALARY REQUEST:	\$ 0.00	\$ 275,990.00		\$ 275,990.00
	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:	\$ 275,990.00			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293, Grant Program 084

- 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. This position will support the COVID-19 Immunization grant program. The staff member will assist the Covid-19 response team in the performance of clinical duties and treatments of clients as related to Covid-19 so that the department & county can meet the objectives set in the grant contract.

Eduardo Olivarez
Department Head

09/08/2021
Date

[Signature]
Department of Human Resources

9/15/21
Date

[Signature]
Department of Budget & Management

09/16/21
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 SEP 08 2021
 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/08/2021 Current Slot No.: 0011
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -084 Requested Position Title: Social Worker

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 47,300.00</u>	<u>\$ 47,300.00</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>\$ 47,300.00</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, Grant Program 084

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 support the COVID-19 Immunization grant program. The staff member will provide social work services to clients & families to include case management implementing program & service activities in order to accomplish the objectives set out by the grant contract.

Eduardo Olivarez
Department Head

09/08/2021
Date

[Signature]
Department of Human Resources

09/15/21
Date

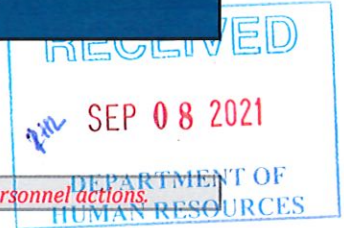
[Signature]
Department of Budget & Management

09/16/2021
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: 09/08/2021 Current Slot No.: 0012
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-084 Requested Position Title: Social Worker

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

SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 47,300.00</u>	SALARY REQUEST: <u>\$ 47,300.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 47,300.00</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, Grant Program 084

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 support the COVID-19 Immunization grant program.
The staff member will provide social work services to clients & families to include case management
implementing program & service activities in order to accomplish the objectives set out by the
grant contract.

Eduardo Olivarez
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

09/08/2021
 Date

[Signature]
 Date

09/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
SEP 08 2021
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 09/08/2021 Current Slot No.: 0013
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -084 Requested Position Title: LVN IV Covid-19 Imm Grant Manag
Licensed Vocational Nurse IV 296

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

SALARY REQUEST:	\$ 0.00	\$ 55,171.00	\$ 55,171.00
	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:	\$ 55,171.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Will Require Additional Funds
- Other Fund 1293, Grant Program 084

- 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 support the COVID-19 Immunization grant program. The staff member will perform complex senior-level work by coordinating, planning, developing & implementing program & service activities in order to accomplish the objectives set out by the grant contract.

Eduardo Olivarez
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

09/08/2021
 Date

[Signature]
 Date

09/16/2021
 Date