



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

OCT - 8 2021

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

Date: 10/08/2021 Current Slot No.: 0001
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -69a Requested Position Title: Health Strategic Planning Analyst III

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 55,171.00</u> Proposed Budgeted Amount	<u>\$ 55,171.00</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>\$ 55,171.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Covid-19 Public Health Expansion Workforce Grant

- 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 scope of the Public Health Workforce Expansion grant program. Staff member will perform complex planning & research work and will develop local, regional plans & or programs that will develop procedures for implementing various plans & programs and also to measure progress made on operational plans & programs.

Eduardo Olivarez
 Department Head

 Department of Human Resources

 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/13/2021
 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.

RECEIVED
OCT - 8 2021
DEPARTMENT OF HUMAN RESOURCES

Date: 10/08/2021 Current Slot No.: 0002
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -082 Requested Position Title: Health Strategic Planning Analyst II

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

SALARY REQUEST:	\$ 0.00	\$ 47,300.00	\$ 47,300.00
	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:	\$ 47,300.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform routine planning & research work. The work will involve developing local, regional or state plans or programs and developing procedures for implementing plans or programs & developing procedures for measuring progress made on operational plans.

Eduardo Olivarez
 Department Head
 Department of Human Resources
 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/21
 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.

RECEIVED
Per OCT - 8 2021
DEPARTMENT OF HUMAN RESOURCES

Date: 10/08/2021 Current Slot No.: 0003
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Health Strategic Planning Analyst II

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 COVID-19 Public Health Expansion Workforce Grant

- 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 scope of the Public Health Workforce Expansion grant program. Staff member will perform routine planning & research work. The work will involve developing local, regional or state plans or programs and developing procedures for implementing plans or programs & developing procedures for measuring progress made on operational plans.

Eduardo Olivarez
 Department Head
 Department of Human Resources
 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

RECEIVED
OCT - 8 2021

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

Date: 10/08/2021 Current Slot No.: 0004
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: System Support Specialist III

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

SALARY REQUEST: \$ 0.00 \$ 51,084.00 \$ 51,084.00
 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: \$ 51,084.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Public Health Expansion Workforce Grant

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	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. This position will support the scope of the Public Health Workforce Expansion grant program. Staff member will maintenance & support on a variety of database systems related to Electronic Medical Records and produce custom reports on the EMR system including statistics for grant reporting purposes among other various duties & reports.

Eduardo Olivarez
 Department Head

10/08/2021
 Date

[Signature]
 Department of Human Resources

10/13/21
 Date

[Signature]
 Department of Budget & Management

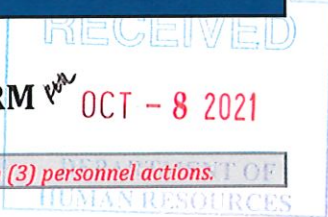
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM ^{per} OCT - 8 2021



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

Date: 10/08/2021 Current Slot No.: 0605
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Epidemiologist I

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 51,084.00</u> Proposed Budgeted Amount	<u>\$ 51,084.00</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>\$ 51,084.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Salary Adjustment
- Other COVID-19 Public Health Expansion Workforce Grant

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

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*** 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. Will perform moderately complex epidemiological work & will perform public health disease surveillance activities related to natural or man-made infectious disease outbreaks or threats. Will also assist with performing surveillance and epidemiology activities during COVID related major outbreaks and / or clusters.

Eduardo Olivarez
Department Head

10/08/2021
Date

[Signature]
Department of Human Resources

10/13/21
Date

[Signature]
Department of Budget & Management

10/14/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

PERSONNEL ADJUSTMENT REQUEST FORM

OCT - 8 2021

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

Date: 10/08/2021 Current Slot No.: 0006
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -082 Requested Position Title: Public Health Specialist III

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 51,084.00</u> Proposed Budgeted Amount	<u>\$ 51,084.00</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>\$ 51,084.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Public Health Expansion Workforce Grant

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 _____		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. This position will support the scope of the Public Health Workforce Expansion grant program. Staff member will perform advanced planning analysis & outreach work. Will serve as a leader for planning team and other special training exercises and projects Will plan, prepare & evaluate all-hazard bioterrorism & emergency preparedness activities.

Eduardo Olivarez
 Department Head

 Department of Human Resources

 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

MED
 OCT - 8 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: 10/08/2021 Current Slot No.: 0007
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Public Health Specialist III

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 51,084.00</u>	<u>\$ 51,084.00</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>\$ 51,084.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Covid-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform advanced planning analysis & outreach work. Will serve as a leader for planning team and other special training exercises and projects. Will plan, prepare & evaluate all-hazard bioterrorism & emergency preparedness activities.

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

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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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: 10/08/2021 Current Slot No.: 0008
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Public Health Specialist II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 43,796.00</u>	<u>\$ 43,796.00</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>\$ 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 COVID-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform complex planning analysis & outreach work. Will serve as a leader for planning team and other special training exercises and projects Will plan, prepare & evaluate all-hazard bioterrorism & emergency preparedness activities.

Eduardo Olivarez
 Department Head
 Department of Human Resources
 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
OCT - 8 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: 10/08/2021 Current Slot No.: 0009
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -082 Requested Position Title: Public Health Specialist I

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 37,548.00</u> Proposed Budgeted Amount	<u>\$ 37,548.00</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>\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform routine planning analysis & outreach work. Will serve as a leader for planning team and other special training exercises and projects. Will plan, prepare & evaluate all-hazard bioterrorism & emergency preparedness activities.

Eduardo Olivarez
 Department Head
 Department of Human Resources
 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/21
 Date

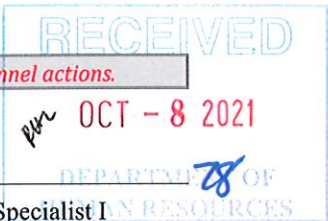


COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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



Date: 10/08/2021 Current Slot No.: 0010
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-052 Requested Position Title: Multimedia Specialist I

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:

- | | | |
|--|--|--|
| <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>COVID-19 Public Health Expansion Workforce Grant 28</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:**

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform entry-level multimedia operation & production work. Work involves assisting in the design, preparation and production of audiovisual materials using photographic, audio & video equipment.

Eduardo Olivarez
Department Head

10/08/2021
Date

[Signature]
Department of Human Resources

10/13/21
Date

[Signature]
Department of Budget & Management

10/14/2021
Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

OCT - 8 2021

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 10/08/2021 Current Slot No.: 0011
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Health Analyst

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</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>\$ 40,552.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Covid-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. This staff member will perform routine analysis work. The work will involve performing specialized projects pertaining to epidemiological, biological, mathematical and geo-spatial analysis functions. Will also collect, compile & analyze public health threat related data.

Eduardo Olivarez
Department Head

10/08/2021
Date

Department of Human Resources

10/13/21
Date

Department of Budget & Management

10/14/2021
Date

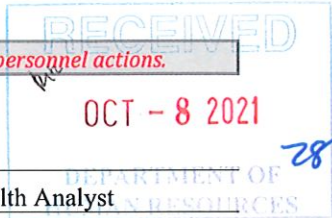


COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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



Date: 10/08/2021 Current Slot No.: 0012
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Health Analyst

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 40,552.00</u>	<u>\$ 40,552.00</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>\$ 40,552.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Covid-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. This staff member will perform routine analysis work. The work will involve performing specialized projects pertaining to epidemiological, biological, mathematical and geo-spatial analysis functions. Will also collect, compile & analyze public health threat related data.

Eduardo Olivarez
 Department Head

10/08/2021
 Date

[Signature]
 Department of Human Resources

10/13/21
 Date

[Signature]
 Department of Budget & Management

10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

OCT - 8 2021

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 10/08/2021 Current Slot No.: 0013
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Administrative Assistant IV

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 40,552.00</u> Proposed Budgeted Amount	<u>\$ 40,552.00</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>\$ 40,552.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

- Current Department Budget
- Salary Adjustment
- Annual Budget Cycle
- Other Covid-19 Public Health Expansion Workforce Grant
- Will Require Additional Funds

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. Will perform advanced administrative support or technical program assistance work. Work will involve disseminating information, maintaining filing systems and performing internal administrative support work.

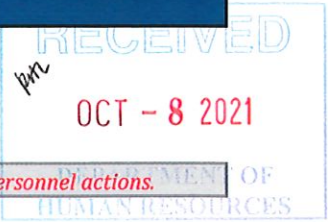
Eduardo Olivarez
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 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: 10/08/2021 Current Slot No.: 0014
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -082 Requested Position Title: Autopsy Technician I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 37,548.00</u>	<u>\$ 37,548.00</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>\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Public Health Expansion Workforce Grant

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 scope of the Public Health Workforce Expansion grant program. Staff member will perform complex post-mortem examinations. The work will involve examining human remains, collecting toxicological samples, taking x-rays & photographs of post-mortem patients and coordinating special specimen requests.

Eduardo Olivarez
 Department Head

 Department of Human Resources

 Department of Budget & Management

10/08/2021
 Date
10/13/21
 Date
10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED
 PKZ
 OCT - 8 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: 10/08/2021 Current Slot No.: 0015
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 -082 Requested Position Title: Clerk IV

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 32,192.00</u>	<u>\$ 32,192.00</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:	<u>\$ 32,192.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Covid-19 Public Health Expansion Workforce Grant

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. Will perform advanced clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources purchasing & accounting. Work will involve compiling & tabulating data, checking documents for accuracy, handling & transporting documents and maintaining files.

Eduardo Olivarez
 Department Head

10/08/2021
 Date

[Signature]
 Department of Human Resources

10/13/21
 Date

[Signature]
 Department of Budget & Management

10/14/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

OCT - 8 2021

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 10/08/2021 Current Slot No.: 0016
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-082 Requested Position Title: Clerk IV

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 32,192.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	<u>\$ 32,192.00</u>
			Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 0.00</u>	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 32,192.00</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>COVID-19 Public Health Expansion Workforce Grant</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:**

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. Will perform advanced clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources purchasing & accounting. Work will involve compiling & tabulating data, checking documents for accuracy, handling & transporting documents and maintaining files.

Eduardo Olivarez
 Department Head

 Department of Human Resources

 Department of Budget & Management

10/08/2021
 Date
10/13/21
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10/14/2021
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