



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: 11/08/2021 Current Slot No.: TBD 0003 / 0007
 Department Name: WIC Current Position Title: _____
 Department No.: 350-013/350-018 Requested Position Title: Registered Dietitian IBCLC

| | | | | |
|--------------------------------|--|--|--|--------------------------------|
| REQUEST FOR: | <input checked="" type="checkbox"/> New Position | <input type="checkbox"/> Temporary Position* | <input type="checkbox"/> Position Reclassification | <input type="checkbox"/> Other |
| 350-013 SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>38,620.00</u> | <u>38,620.00</u> |
| <u>Slot 0003</u> | Current Budgeted Amount | Proposed Budgeted Amount | <u>\$38,619.70</u> | <u>\$38,619.70</u> |
| | | | <u>14,551.00</u> | Net Change |
| 350-018 SALARY REQUEST: | <u>\$ 0.00</u> | <u>\$ 0.00</u> | <u>\$16,551.30</u> | <u>14,551.00</u> |
| <u>Slot 0007</u> | Current Budgeted Amount | Proposed Budgeted Amount | <u>\$16,551.30</u> | <u>\$16,551.30</u> |
| | | | | 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

POSITION TYPE:

- Full Time Regular Object Code 113
- Full Time Temporary Object Code 121
- Part Time Regular Object Code 114
- 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)*

New position title to comply with State Agency requirements for counseling High Risk participants.

Clamma J
Department Head

11/8/2021
Date

[Signature]
Department of Human Resources

11/9/21
Date

[Signature]
Department of Budget & Management

11/11/2021
Date