



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: 11/09/2021 Current Slot No.: TBD 0017 *En*
 Department Name: Health & Human Services Current Position Title: _____ *28*
 Department No.: 340 - 008 Requested Position Title: Program Specialist I (TB Program)

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 TB STATE Grant Program

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	
			=	Hourly Rate	
				=	Budgeted Salary

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

This position will perform routine consultative services and technical assistance work in the area of tuberculosis management. The staff will work that involves assisting with planning, developing and implementing an agency program and providing consultative and technical services to program staff, gov't agencies, community organizations and general public.

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

11/09/2021
 Date
11/9/21
 Date
11/11/2021
 Date

