



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: 12/20/2021 Current Slot No.: TBD 0094
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Eligibility Worker III

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

SALARY REQUEST:	<u>\$ 6.00</u>	<u>\$ 32,500.00</u>	<u>\$ 32,500.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 32,500.00</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		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)

As, an Eligibility Worker III, this worker is expected to support the Program Manager's tasks and responsibilities on a daily basis. This also includes standing as the immediate supervisor in the absence of the Program Manager. This worker is expected to perform and mentor at a high-quality level indicative of a senior member of staff.

ASR
 Department Head
[Signature]
 Department of Human Resources

01/04/2022
 Date
1/6/22
 Date

Department of Budget & Management

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: 01/04/2022 Current Slot No.: TBD see attached
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Eligibility Worker I

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

SALARY REQUEST: <u>\$0.00</u>	\$ 54,374.00	\$ 54,374.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: _____	_____	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 54,374.00</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
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Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	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)

EW I is expected to carry out task assignments that may include greeting, assessment, verification, and/or a principal concentration in the process for the client file.

[Signature]
 Department Head
[Signature]
 Department of Human Resources

01/04/2022
 Date
1/6/22
 Date

Department of Budget & Management

Date

