



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: 02/09/2022 Current Slot No.: TBD-0097-0100
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Eligibility Worker II (4)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$119,204.00</u> Current Budgeted Amount	<u>\$59,612.80</u> Proposed Budgeted Amount	<u>\$119,204.00</u> Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 59,612.80</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA

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>02/28/2022</u>	<u>08/28/2022</u>	<u>Monday-Friday 8:00am to 5:00pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>29801.00</u>		Hourly Rate <u>\$ 14.33</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 14.33</u>	<u>\$ 14,903.20 (x4)</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)

EW II is expected to maintain a daily appointment schedule. They are also expected to asses cases request bill and SAVE verification, determination of eligibility and/or program qualifications. Additional funding was awarded to CSA through ARPA.

A. S. [Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

02/09/2022
 Date
2/15/22
 Date
02/17/2022
 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: CSA

Department No.: 901-033

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
TBD 0097		Eligibility Worker II		29801.00
TBD 0098		Eligibility Worker II		29801.00
TBD 0099		Eligibility Worker II		29801.00
TBD 0100		Eligibility Worker II		29801.00



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: 02/09/2022 Current Slot No.: TBD 0101-0102
 Department Name: CSA Current Position Title: _____
 Department No.: 901-033 Requested Position Title: Eligibility Worker I (2)

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$54,374.00</u> Current Budgeted Amount	<u>\$27,185.60</u> Proposed Budgeted Amount	<u>\$54,374.00</u> Net Change
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$27,185.60</u>	<u>\$54,374.00</u>	<u>\$0.00</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA

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>02/28/2022</u>	<u>08/28/2022</u>	<u>Monday-Friday 8:00am to 5:00pm</u>	<u>40</u>	<u>26</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>29804.00</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate <u>27,182.00</u>	Hourly Rate <u>\$ 13.07</u>	
<u>26</u>	<u>40</u>	<u>1040</u>	<u>\$ 13.0706</u>	<u>\$ 13,592.80 (x2)</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)

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.

Department Head _____
 Department of Human Resources _____
 Department of Budget & Management _____

Date 02/09/2022
 Date 2/15/22
 Date 02/17/22



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: CSA

Department No.: 901-033

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
28 TBD 0101		Eligibility Worker I		27187.00
TBD 0102		Eligibility Worker I		27187.00

