



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: 03/08/2022 Current Slot No.: 0004
 Department Name: Health & Human Services Current Position Title: _____ 28
 Department No.: 340 - 077 Requested Position Title: COVID-19 Epidemiologist I

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 ELC-COVID 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)*

This position is needed to accomplish the goals & objectives of the ELC-COVID grant program. The staff member in this position will perform moderately complex epidemiological work and will perform public health disease surveillance activities related to COVID-19.

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

03/08/2022
 Date
3/14/22
 Date
3/21/22
 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: 03/08/2022 Current Slot No.: 0605
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - 077 Requested Position Title: COVID-19 Analyst I

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 ELC-COVID 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)

This position is needed to accomplish the goals & objectives of the ELC-COVID grant program. The staff member in this position will perform routine COVID-19 analysis work. The work will involve performing specialized COVID-19 related projects pertaining to epidemiological, biological, mathematical and geo-spatial analysis functions.

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

03/08/2022
 Date
3/14/22
 Date
3/21/22
 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: 02/15/2022 Current Slot No.: 0003
 Department Name: Health & Human Services Current Position Title: Public Health Technician I
 Department No.: 340-070 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 33,319.00</u>	<u>\$ 0.00</u>	<u>-\$ 33,319.00</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>-\$ 33,319.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

Vacant and will be deleted to restructure program needs.

Doreen Sammartino Pangel
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

2-15-22
 Date
3/14/22
 Date
3/21/22
 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: 02/15/2022 Current Slot No.: 0004
 Department Name: Health & Human Services Current Position Title: ~~Public Health Technician II~~
 Department No.: 340-070 Requested Position Title: Public Health Technician II 28

REQUEST FOR: New Position Temporary Position* Position Reclassification Other ~~DELETE~~

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 PHHS 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)

This position is needed to accomplish the goals & objectives of the Preventive Health & Health Services grant program. This staff member will perform complex public health work by confirming with local health agencies, individuals and community action group on treatment, control, and prevention of disease and injuries to encourage, establish, & maintain a healthy community.

Damen Sumera Ramoel
Department Head

2-15-22
Date

[Signature]
Department of Human Resources

3/14/22
Date

[Signature]
Department of Budget & Management

3/21/22
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: 03/08/2022 Current Slot No.: 0058
 Department Name: Health & Human Services Current Position Title: Mechanic I
 Department No.: 340-001 Requested Position Title: _____

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

SALARY REQUEST: \$ 29,807.00 \$ 0.00 -\$ 29,807.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 29,807.00

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		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)*

Requesting to delete this position in order to create a Warehouse Specialist to meet the growing needs of the department.

Darren S Rangel
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

3-8-22
 Date
3/16/22
 Date
3/21/22
 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: 03/08/2022 Current Slot No.: 0004
 Department Name: Health & Human Services Current Position Title: Supervisor II
 Department No.: 340-001 Requested Position Title: _____

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

SALARY REQUEST:	\$ 43,796.00 \$ 46,916.00	\$ 43,796.00 \$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	-\$ 43,796.00	\$ 46,916.00

28

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			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)

Requesting to delete this position in order to create a Health Inspector II, to meet the growing needs of the department.

Dauren SRangel
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

Date 03/08/2022

Date 3/16/22

Date 3/27/22



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: 03/08/2022 Current Slot No.: 0047
 Department Name: Health & Human Services Current Position Title: Inventory Specialist I
 Department No.: 340-003 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 25,555.00</u>	<u>\$ 0.00</u>	<u>-\$ 25,555.00</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>-\$ 25,555.00</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 **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)*

Requesting to delete this position in order to create a Warehouse Specialist to meet the growing needs of the department.

Daren S Rangel
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

3/8/22
 Date

3/16/22
 Date

3/21/22
 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: 03/08/2022 Current Slot No.: 0066
 Department Name: Health & Human Services Current Position Title: _____ **28**
 Department No.: 340-001 Requested Position Title: Health Inspector II

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

SALARY REQUEST:	<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>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 37,548.00

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			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)

See attached New Position Request Form.

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

03/08/2022
 Date
3/16/22
 Date
3/21/22
 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: 03/08/2022 Current Slot No.: 0067
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-001 Requested Position Title: Warehouse Specialist

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

SALARY REQUEST:	<u>\$ 34,767.00</u>	<u>\$ 34,767.00</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>\$ 34,767.00</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			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)*

See attached New Position Request Form.

Daren S Rangel
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

3-8-22
 Date
3/16/22
 Date
3/21/22
 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: 03/08/2022 Current Slot No.: 0179
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-003 Requested Position Title: Warehouse Specialist

28

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

SALARY REQUEST:	<u>\$ 34,767.00</u>	<u>\$ 34,767.00</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>\$ 34,767.00</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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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)

See attached New Position Request Form.

Daren Rangel
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

3/8/22
 Date

3/16/22
 Date

3/21/22
 Date