



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: 04/13/2022 Current Slot No.: 000.i
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-003-115-268 Requested Position Title: Registered Nurse III

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$ 59,585.00</u>	<u>\$ 59,585.00</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>\$ 59,585.00</u>	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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>Monday - Friday 8:00 am - 5:00 pm</u>	<u>40</u>	<u>52</u>
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 ~~Temporary~~ Position Request Form for time limited position.

Dairen Sarmiento Rangel Dairen Rangel 04/13/2022
 Department Head Date
Katia Garcia 4/13/2022
 Department of Human Resources Date
[Signature] 4/13/2022
 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: 04/13/2022 Current Slot No.: See attached
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-003 115-2168 Requested Position Title: Clerk I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$349,440.00</u>	<u>\$349,440.00</u>
	\$24,960.00	\$24,960.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
SALARY REQUEST:		\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
TOTAL BUDGETARY IMPACT:	\$24,960.00	<u>\$349,440.00</u>

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

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

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>Monday - Friday 8:00 am - 5:00 pm</u>	<u>40</u>	<u>52</u>
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)

See attached Temporary Position Request Form, requesting for one year

Dairen Sarmiento Rangel
 Department Head

04/13/2022
 Date

Keoria Garcia
 Department of Human Resources

4/13/2022
 Date

[Signature]
 Department of Budget & Management

4/13/2022
 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: Health & Human Services

Department No.: 115-268

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0002		Clerk I	\$0.00	\$24,960.00
0003		Clerk I	\$0.00	\$24,960.00
0004		Clerk I	\$0.00	\$24,960.00
0005		Clerk I	\$0.00	\$24,960.00
0006		Clerk I	\$0.00	\$24,960.00
0007		Clerk I	\$0.00	\$24,960.00
0008		Clerk I	\$0.00	\$24,960.00
0009		Clerk I	\$0.00	\$24,960.00
0010		Clerk I	\$0.00	\$24,960.00
0011		Clerk I	\$0.00	\$24,960.00
0012		Clerk I	\$0.00	\$24,960.00
0013		Clerk I	\$0.00	\$24,960.00
0014		Clerk I	\$0.00	\$24,960.00
0015		Clerk I	\$0.00	\$24,960.00