



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

MAY 03 2022

DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 05/03/2022 Current Slot No.: T0001-0008  
 Department Name: WIC Program Current Position Title: \_\_\_\_\_  
 Department No.: 350-020 Requested Position Title: Referral Resource Specialist I

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

SALARY REQUEST:	<u>\$0.00</u>	<u>\$ 19,200.00</u>	<u>\$ 19,200.00</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>\$ 19,200.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other FoodSummerProgram2.1292.441.00.350.020.2.122

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>06/01/2022</u>	<u>07/28/2022</u>	<u>10:00am - 03:00pm</u>	<u>25</u>	<u>8</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>12.00 X 25 = 300 X 8WKS = 19,200</u>			Hourly Rate <u>\$ 12.00</u>	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>8</u>	<u>25</u>	<u>200</u>	<u>\$ 12.00</u>	<u>\$ 2,400.00 (x8)</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)**

Position needed for the summer food program for 8 weeks

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

05/03/2022  
 Date  
5/10/22  
 Date  
5/11/22  
 Date



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

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MAY 08 2022  
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: WIC Program

Department No.: 350-020

**Position Information:**

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
T-0001		Referral Resource Specialist I		2,400
T-0002		Referral Resource Specialist I		2,400
T-0003		Referral Resource Specialist I		2,400
T-0004		Referral Resource Specialist I		2,400
T-0005		Referral Resource Specialist I		2,400
T-0006		Referral Resource Specialist I		2,400
T-0007		Referral Resource Specialist I		2,400
T-0008		Referral Resource Specialist I		2,400
		Total		19,200