



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: 05/09/2022 Current Slot No.: 0004 0001 PR
 Department Name: Health & Human Services Current Position Title: _____ 28
 Department No.: 340 - 083 Requested Position Title: Public Health Technician II

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 43,796.00</u> Proposed Budgeted Amount	<u>\$ 43,796.00</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>\$ 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 COVID-19 Health Disparities

- 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				
$\text{No. of Weeks} \times \text{Hours per Week} = \text{Total Hours} \times \text{Hourly Rate} = \text{Budgeted Salary}$				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

The Texas Department of State Health Services has increased the COVID-19 Health Disparities grant contract to allow funds to be used to employ a Public Health Technician II in order to be able to accomplish the goals & objectives of this grant program.

Eduardo Olivarez
Department Head

05/09/2022
Date

[Signature]
Department of Human Resources

5/11/22
Date

[Signature]
Department of Budget & Management

5/13/22
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: 05/09/2022 Current Slot No.: 0005 - 0010
 Department Name: Health & Human Services Current Position Title: COVID-19 Medical Assistant
 Department No.: 340 - 084 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 165,594.00</u>	<u>\$ 0.00</u>	<u>-\$ 165,594.00</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>-\$ 165,594.00</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 PR
 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)

Review of grant program operations. The Texas Department of State Health Services has approved to delete six Medical Assistants slots from this grant program.

Eduardo Olivarez
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

05/09/2022
 Date

5/11/22
 Date

5/13/22
 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.: 340-084

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0005	COVID-19 Medical Assistant		27,599.00	
0006	COVID-19 Medical Assistant		27,599.00	
0007	COVID-19 Medical Assistant		27,599.00	
0008	COVID-19 Medical Assistant		27,599.00	
0009	COVID-19 Medical Assistant		27,599.00	
0010	COVID-19 Medical Assistant		27,599.00	



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DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

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

Date: 05/09/2022 Current Slot No.: 0014-0018
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340 - 084 Requested Position Title: COVID-19 28
Licensed Vocational Nurse II

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

SALARY REQUEST:	\$ 218,980.00	\$ 218,980.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 218,980.00	

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other COVID-19 Vaccination Capacity Grant Round 4

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)*

Review of grant program operations. The Texas Department of State Health Services has approved to create five LVN II slots from this grant program to assist in fulfilling the staff needed to complete the program's goals & objective.

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

05/09/2022
 Date
5/11/22
 Date
5/13/22
 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.: 340-084

Position Information:

Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0014		COVID-19 Licensed Vocational Nurse II	\$0.00	\$43,796.00
0015		COVID-19 Licensed Vocational Nurse II	\$0.00	\$43,796.00
0016		COVID-19 Licensed Vocational Nurse II	\$0.00	\$43,796.00
0017		COVID-19 Licensed Vocational Nurse II	\$0.00	\$43,796.00
0018		COVID-19 Licensed Vocational Nurse II	\$0.00	\$43,796.00