



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: 05/10/2022 Current Slot No.: 0015
 Department Name: Health & Human Services Current Position Title: Public Health Specialist I
 Department No.: 340 - 013 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$ 37,548.00</u>	<u>\$ 0.00</u>	<u>-\$ 37,548.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 37,548.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other PHEP Grant Fund 1293, Program 013

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 m
 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)

Position needs to be deleted due to grant program budget constraints.

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

05/10/2022
 Date
5/24/22
 Date
5/27/22
 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: 05/12/2022 Current Slot No.: 0024
 Department Name: Health & Human Services Current Position Title: Animal Control Specialist I
 Department No.: 340-001 Requested Position Title: _____

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

20,333.00

SALARY REQUEST: \$25,555.00 \$ 0.00 -\$ 25,555.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: Current Budgeted Amount Proposed Budgeted Amount \$ 0.00
-20,333.00 Net Change

TOTAL BUDGETARY IMPACT: -\$ 25,555.00

DM

DM

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

DM

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		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)

Due to the decrease in the amount of animals that are allowed to be taken to the animal shelter, we are deleting this position and allocating the funds to create an Accounting Clerk I to assist the entire Health & Human Services division with accounting, clerical and other duties as assigned.

Dairen Sarmiento Range *Dairen*
 Department Head

5/12/22
 Date

[Signature]
 Department of Human Resources

5/26/22
 Date

[Signature]
 Department of Budget & Management

5/27/22
 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: 05/12/2022 Current Slot No.: NEW 0068 mr
 Department Name: Health & Human Services Current Position Title: NA
 Department No.: 340-001 Requested Position Title: Accounting Clerk I

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

SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 29,807.00	\$ 29,807.00
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		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate
No. of Weeks	x	Hours per Week	=	Total Hours
			=	Hourly Rate
			=	Budgeted Salary

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

Due to the increased workload and growth of the department, we are requesting to create a new Accounting clerk I position. The Accounting Clerk I will be responsible for performing clerical work in areas such as bookkeeping, inventory control and management, purchasing and accounting. Work involves compiling, tabulating, data processing, checking and reviewing documents for accuracy, etc.

Dairen Sarmiento Rangel **Dairin**
 Department Head
[Signature]
 Department of Human Resources

5/12/22
 Date
5/26/22
 Date

Department of Budget & Management _____ Date _____