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: 9/8/2022

Department Name: CSA

Department No.: 901-633

Current Slot No.: See attach 0104-0105

Current Position Title: ~~Eligibility Worker I~~

Requested Position Title: Eligibility Worker I (2)

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

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		$54,374.00	$54,374.00
SALARY REQUEST:			$ 0.00

TOTAL BUDGETARY IMPACT: $ 54,374.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other LIHWAP

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)***

EW I are expected to carry out task assigments that may include greeting, assessing and verifying all proper documentation has been submitted for eligibility determination on services. Additional funding was awared to CSA through LIHWAP and these positions will be time limited until September 30, 2023.

Department Head — Date: 9/8/2022

Department of Human Resources — Date: 9/13/22

HR Form: 028
Revised: 08/03/2022

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: CSA

Department No.: 901-033

Position Information:

	Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0104	TBD		Eligibility Worker I		$27,187.00
0105	TBD		Eligibility Worker I		$27,187.00

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: 9/8/2022

Department Name: CSA

Department No.: 901

Current Slot No.: See attach 0106 - 0109

Current Position Title: ~~Eligibility Worker II~~

Requested Position Title: Eligibility Worker II (4)

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

SALARY REQUEST: Current Budgeted Amount: ____ Proposed Budgeted Amount: $119,204.00 Net Change: $ 119,204.00

SALARY REQUEST: Current Budgeted Amount: ____ Proposed Budgeted Amount: ____ Net Change: $ 0.00

TOTAL BUDGETARY IMPACT: $119,204.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other LIHWAP

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)*

EW II is expected to maintain a daily appoiment schedule. EW II are also expected to asses cases, request bill and SAVE verification, determination of eligibility and/or program qualifications. Additional funding was awared to CSA through LIHWAP and these positions will be time limited until September 30, 2023.

Department Head — Date: 9/8/2022

Department of Human Resources — Date: 9/13/22

HR Form: 028
Revised: 08/03/2022

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: CSA

Department No.: 901-033

Position Information:

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	Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
0106	TBD		Eligibility Worker II		$29,801.00
0107	TBD		Eligibility Worker II		$29,801.00
0108	TBD		Eligibility Worker II		$29,801.00
0109	TBD		Eligibility Worker II		$29,801.00

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: 9/8/2022

Department Name: CSA

Department No.: 901

Current Slot No.: ~~See attach~~

Current Position Title: ~~Accountant II~~

Requested Position Title: Accountant II

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

SALARY REQUEST:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
	$40,552.00	$40,552.00

SALARY REQUEST:

Current Budgeted Amount	Proposed Budgeted Amount	Net Change
		$ 0.00

TOTAL BUDGETARY IMPACT: $40,552.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds

☐ Salary Adjustment ☑ Other LIHWAP

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 x Hourly Rate = Budgeted Salary

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

Accountant will perform accounting routine work. Work involves maintaining, preparing, posting and balancing financial statements, records, documents, or reports. Additional funding was awarded to CSA through LIHWAP and these position will be time limited until September 30, 2023.

Department Head — Date: 9/8/2022

Department of Human Resources — Date: 9/13/22

HR Form: 028
Revised: 08/03/2022