



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: 03/28/2023 Current Slot No.: 0002-0015 see attached
 Department Name: CSLFRF/ARPA Current Position Title: Clerk I
 Department No.: 115-268 Requested Position Title: Clerk I

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

SALARY REQUEST: <u>\$0.00</u>	SALARY REQUEST: <u>\$180,838.00</u>	SALARY REQUEST: <u>\$180,838.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>-\$25,834.00</u>	<u>-\$25,834.00</u>	<u>\$0.00</u>
SALARY REQUEST: _____	SALARY REQUEST: _____	SALARY REQUEST: _____
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
_____	_____	<u>\$ 0.00</u>

TOTAL BUDGETARY IMPACT: \$0.00 → \$180,838.00

28

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA FUNDING 115-268

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)

Requesting extension of time from 04/28/2023 to 12/31/2023.

Dairen S Rangel
 Department Head
[Signature]
 Department of Human Resources

03/28/2023
 Date
4/11/23
 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: 03/28/2023 Current Slot No.: 0016
 Department Name: CSLFRF/ARPA Current Position Title: Supervisor I
 Department No.: 115-268 Requested Position Title: _____

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

SALARY REQUEST: <u>\$ 38,299.00</u>	<u>\$ 38,299.00</u>	<u>\$ 0.00</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>\$ 0.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other ARPA FUNDING 115-268

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)

Requesting extension of time from 04/28/2023 to 12/31/2023.

Dairen S Rangel
 Department Head
[Signature]
 Department of Human Resources

03/28/2023
 Date
4/11/23
 Date



Project Description

Project Name:

COVID-19 Data Entry Staff

Project Number:

ARPA-22-340-081

Precinct/Department Name:

Health Department

ARPA Expenditure Category Group:

3: Public Health-Negative Economic Impact: Public Sector Capacity

ARPA Eligibility Category:

3.1: Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers.

Project Description:

Hidalgo County will provide the Health Department with fourteen (14) data entry positions and one (1) supervisor position to assist in the COVID-19 Data Entry Staff project. The purpose of these positions is to support Hidalgo County's efforts in scanning and entering client information into the Health Department's Electronic Medical Record System. As a result of the high vaccination rates in March 2020, the documents have been accumulating in storage and will need to be scanned to be in compliance with HIPAA. Overall, the project will allow the County of Hidalgo to address the ongoing COVID-19 public health emergency and any future public health emergencies more effectively.

Fiscal Impact:

Estimated Budget: \$479,613.00