



# 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: 05/05/2023 Current Slot No.: 0032  
 Department Name: WIC Program Current Position Title: Nutritionist I  
 Department No.: 350-001 Requested Position Title: \_\_\_\_\_

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

<b>SALARY REQUEST:</b>	<u>\$44,672.00</u> Current Budgeted Amount	<u>\$000</u> <del>-\$44,672.00</del> Proposed Budgeted Amount	<u>(\$44,672.00)</u> Net Change
<b>SALARY REQUEST:</b>	_____	_____	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>(\$44,672.00)</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  
 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)

This position is no longer necessary

Claudia  
 Department Head

05/05/2023  
 Date

[Signature]  
 Department of Human Resources

5/9/23  
 Date

Department of Budget & Management

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: 05/09/2023 Current Slot No.: 0281(Proposed)  
 Department Name: WIC Program Current Position Title: \_\_\_\_\_  
 Department No.: 350-001 Requested Position Title: Licensed Vocational Nurse II

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

<b>SALARY REQUEST:</b>	<u>\$ 44,672.00</u>	<u>\$ 44,672.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 44,672.00</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  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)*

Assessment of nutritional risks, provide nutrition education and individual counseling, provide breast-feeding education, referrals, perform anthropometrics and hemoglobin collection, approve non-contract formula requests, issue benefits, and assist with reviewing program requirements.

*Clara J*  
 Department Head  
*[Signature]*  
 Department of Human Resources

05/09/2023  
 Date  
5/9/23  
 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: 04/28/2023 Current Slot No.: 0041 ~~0040~~ Proposed 28  
 Department Name: WIC Program Current Position Title: \_\_\_\_\_  
 Department No.: 350-002 Requested Position Title: Peer Counselor I

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

<b>SALARY REQUEST:</b>	\$ 25,854.00	\$ 25,854.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 25,854.00	

**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 **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)*

Position needed to promote breastfeeding to WIC participants, teach classes on the advantages of breastfeeding and the management of normal breastfeeding experiences, counsel pregnant and breastfeeding mothers on a one-to-one basis, support breastfeeding mothers during their breastfeeding experiences, make appropriate referrals as needed and teach use, cleaning and assembly (see attached)

*Clara S*  
 Department Head  
*[Signature]*  
 Department of Human Resources

05/09/2023  
 Date  
5/9/23  
 Date

...of breast pumps and expression and storage of human milk, as well as assist with the issue of breast pumps.



# 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: 05/09/2023 Current Slot No.: T0001-0006  
 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 \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 14,400.00</u>	<u>\$ 14,400.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>		<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 14,400.00</u>	

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

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other FoodSummerProgram3.1292.441.00.350.020.3.12

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>06/05/2023</u>	<u>07/28/2023</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 X 8 WKS = 14,400 2,400</u>		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate <u>12.00</u>	
<u>8</u>	<u>25</u>	<u>200</u>	<u>\$ 12.00</u>	<u>\$ 2,400.00 (x4)</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)

Positions needed to assist with the Summer Food Program from June 5, 2023 thru July 28, 2023

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Claudia S.  
 Department Head  
[Signature]  
 Department of Human Resources

05/09/2023  
 Date  
5/9/23  
 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: 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
		Total		14,400