



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: 06/06/2023 Current Slot No.: 0055
 Department Name: Health and Human Services Current Position Title: Coordinator III
 Department No.: 340-001 Requested Position Title: _____

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

SALARY REQUEST: <u>\$ 52,106.00</u>	<u>\$ 0.00</u>	<u>-\$ 52,106.00</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: -\$ 52,106.00

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
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Annual Salary _____	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate _____
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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 to delete this position in order to create other position to meet the current need of the dept.

Dairen Sarmiento Rangel
 Department Head

06/06/2023
 Date

 Department of Human Resources

6/16/23
 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: 06/06/2023 Current Slot No.: 0043 0084
 Department Name: Health and Human Services Current Position Title: Courier
 Department No.: 340-003-001 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$29,668.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$29,668.00</u> Net Change
SALARY REQUEST:	<u>\$25,854.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$25,854.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$25,854.00</u>	<u>-\$29,668.00</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)*

Requesting to delete this position in order to create other position to meet the current need of the dept.

Dairen Sarmiento Rangel *Dairen*
 Department Head

06/06/2023
 Date

[Signature]
 Department of Human Resources

6/16/23
 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: 06/06/2023 Current Slot No.: 0125
 Department Name: Health and Human Services Current Position Title: TB Registered Nurse Supervisor
 Department No.: 340-003 Requested Position Title: _____

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

SALARY REQUEST:	<u>\$75,938.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$75,938.00</u> Net Change
SALARY REQUEST:	<u>\$70,889.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 70,889.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$70,889.00</u>	<u>-\$75,938.00</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)

Requesting to delete this position in order to create other position to meet the current need of the dept.

Dairen Sarmiento Rangel
 Department Head

Dairen

06/06/2023
 Date

[Signature]
 Department of Human Resources

6/6/23
 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: 06/06/2023 Current Slot No.: New 0086
 Department Name: Health and Human Services Current Position Title: _____
 Department No.: 340-001 Requested Position Title: Registered Nurse IV

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

SALARY REQUEST:	\$ 70,889.00	\$ 70,889.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:		\$ 0.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 70,889.00		

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		x Hourly Rate = Budgeted Salary		

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

Requesting to create this position in order to meet the current need of the department. By creating this position we will use this position as a traveling nurse to assist at all 8 clinics versus only at the TB Pulmonary Clinic.

Dairen Sarmiento Rangel *Dairen*
 Department Head

06/06/2023
 Date

[Signature]
 Department of Human Resources

6/6/23
 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: 06/06/2023 Current Slot No.: New 0087
 Department Name: Health and Human Services Current Position Title: _____
 Department No.: 340-001 Requested Position Title: Supervisor, Warehouse Specialist N 281

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

SALARY REQUEST:	\$ 41,363.00	\$ 41,363.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
SALARY REQUEST:		\$ 0.00	
Current Budgeted Amount	Proposed Budgeted Amount	Net Change	
TOTAL BUDGETARY IMPACT:	\$ 41,363.00		

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)

Requesting to create this position in order to meet the current need of the department. By creating this position we will use this position to supervise warehouse staff duties to include, mail run, inventory, building maintenance, forklife operation, medical and data records management, vehicle maintenance and any other duties that may be assigned.

Dairen Sarmiento Rangel *Dairen*
 Department Head

 Department of Human Resources

06/06/2023
 Date
6/6/23
 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: 06/06/2023 Current Slot No.: New 0088
 Department Name: Health and Human Services Current Position Title: _____
 Department No.: 340-001 Requested Position Title: Warehouse Specialist

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

SALARY REQUEST:	\$ 35,462.00	\$ 35,462.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:		\$ 0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 35,462.00	

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			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)*

Requesting to create this position in order to meet the current need of the department. By creating this position we will use this position to assist with our warehouse duties to include, mail run, inventory, building maintenance, forklife operation, medical and data records management, vehicle maintenance and any other duties that may be assigned.

Dairen Sarmiento Rangel *Dairen*
 Department Head

06/06/2023
 Date

[Signature]
 Department of Human Resources

6/6/23
 Date