



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: 07/07/2023 Current Slot No.: 0209
 Department Name: WIC Program Current Position Title: Clinic Aide I
 Department No.: 350-001 Requested Position Title: _____

| | | | | | |
|-------------------------|---------------------------------------|--|--|---|------------|
| REQUEST FOR: | <input type="checkbox"/> New Position | <input type="checkbox"/> Temporary Position* | <input type="checkbox"/> Position Reclassification | <input checked="" type="checkbox"/> Other | |
| | | | | | Delete |
| SALARY REQUEST: | <u>\$26,738.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>-\$26,738.00</u> | |
| | -\$25,834.00 | Current Budgeted Amount | Proposed Budgeted Amount | -\$25,834.00 | Net Change |
| SALARY REQUEST: | | | | | \$ 0.00 |
| | Current Budgeted Amount | Proposed Budgeted Amount | | | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>-\$25,834.00 - \$26,738.00</u> | | | | |

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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 _____ | | 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 no longer needed.

Clarissa
 Department Head

[Signature]
 Department of Human Resources

07/07/2023
 Date

7/18/23
 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: 07/07/2023 Current Slot No.: 0282 Proposed
 Department Name: WIC Program Current Position Title: _____
 Department No.: 350-001 Requested Position Title: Clerk I

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

| | | |
|--------------------------------|--------------------------|---------------------|
| SALARY REQUEST: | <u>\$ 24,960.00</u> | <u>\$ 24,960.00</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>\$ 24,960.00</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)

Position needed to meet program needs.

Department Head
 Department of Human Resources

07/07/2023
 Date

 Date