



# 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: 11/14/2023 Current Slot No.: 0006/0090  
 Department Name: TB Prev & Cntrl Federal Current Position Title: Outreach Specialist I  
 Department No.: 340-011 / 340-003 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
	<u>340.011.0006</u>				
SALARY REQUEST:	\$ 27,088.00	\$ 0.00			-\$ 27,088.00
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
	<u>340.003.0090</u>				
SALARY REQUEST:	\$ 834.00	\$ 0.00			-\$ 834.00
	Current Budgeted Amount	Proposed Budgeted Amount			Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	-\$ 27,922.00				

**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)*

Position no longer needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dairen S Rangel      11/14/2023  
 Department Head      Date  
[Signature]      11/16/23  
 Department of Human Resources      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: 11/14/2023 Current Slot No.: New 0010/0195 28  
 Department Name: TB Prev & Cntrl Federal Current Position Title: \_\_\_\_\_  
 Department No.: 340-011/340-003 Requested Position Title: TB Medical Technician

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

<u>340-011-0006-0010</u> <i>FS</i>	\$ 0.00	\$ 27,307.00	
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>340-003-0090-0195</u>	\$ 0.00	\$ 844.00	\$ 844.00
SALARY REQUEST:	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b> \$ 28,151.00			

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		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)

The TB Medical Technician will provide Direct Observation Therapy to the TB cases and to Latent TB infection patients out in the field and assist with collection and packing of lab specimens.

Dairen S Rangel *Dairen S Rangel* 11/14/2023  
 Department Head Date  
[Signature] 11/16/23  
 Department of Human Resources Date