



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: 03/14/2024 Current Slot No.: ~~FBD~~ 0001-0004
 Department Name: SHERIFF'S OFFICE Current Position Title: Certified Medical Assistant 286
 Department No.: 280 Requested Position Title: Certified Medical Assistant

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 105,088.00</u> Proposed Budgeted Amount	<u>\$ 105,088.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 105,088.00</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:**

<u>04/01/2024</u>	<u>12/31/2024</u>	<u>vary</u>	<u>40</u>	<u>40</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>34,150.00</u>		Hourly Rate <u>\$ 16.42</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>40</u>	<u>40</u>	<u>1600</u>	<u>\$ 16.42</u>	<u>\$ 26,272.00</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 currently budgeted under ARPA will be continued providing medical assistant to a high volume of inmates and relieving current medical staff short staff.

Department Head
 Department of Human Resources

Date 3/14/24
 Date 3/14/24



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: 03/14/2024 Current Slot No.: TBD 6005
 Department Name: SHERIFF'S OFFICE Current Position Title: Certified Medical Assistant
 Department No.: 280 Requested Position Title: Certified Medical Assistant

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

SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 27,184.00</u> Proposed Budgeted Amount	<u>\$ 27,184.00</u> Net Change
SALARY REQUEST:	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 27,184.00</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:**

<u>04/01/2024</u> Start Date	<u>12/31/2024</u> End Date	<u>vary</u> Work Schedule	<u>40</u> Hours per Week	<u>40</u> No. of Weeks
Annual Salary <u>\$35,345.00</u>		Hourly Rate <u>\$ 16.99</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>40</u> No. of Weeks	<u>40</u> Hours per Week	<u>1600</u> Total Hours	<u>\$ 16.99</u> Hourly Rate	<u>\$ 27,184.00</u> Budgeted Salary

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

Positions currently budgeted under ARPA will be continued providing medical assistant to a high volume of inmates and relieving current medical staff short staff.

Department Head _____
 Department of Human Resources _____

3-14-24
Date
3/14/24
Date