



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: 03/01/2024 Current Slot No.: 0019
 Department Name: IMM ROUND 4 GRANT Current Position Title: _____
 Department No.: 340-084 Requested Position Title: Registered Nurse III - Grade 15

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$63,210.00</u>	
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$632,100.00</u>	<u>\$632,100.00</u>
	<small>Current Budgeted Amount</small>	<small>Proposed Budgeted Amount</small>	<small>Net Change</small>
TOTAL BUDGETARY IMPACT:	<u>\$632,100.00 - \$63,210.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 340-084

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 needed to assist with administering medications, immunization and treatment of patients at all seven health clinics. Funding available through June 30, 2025.

Dairen S Rangel
 Department Head
 Department of Human Resources

03/01/2024
 Date
3/18/24
 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: 03/01/2024 Current Slot No.: 0020, 0021
 Department Name: IMM ROUND 4 GRANT Current Position Title: _____
 Department No.: 340-084 Requested Position Title: Immunization Specialist - Grade 06

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 31,620.00</u>	<u>\$ 31,620.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 31,620.00</u>	<u>\$ 31,620.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 63,240.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other IMM. ROUND 4 GRANT

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 needed to assist with immunization events, data entry into EMR and Imm Trac System for all seven health clinics. Funding available through June 30, 2025.

Dairen S Rangel *Dairen Rangel*
 Department Head

 Department of Human Resources

Date 03/01/2024

 Date 3/10/24



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: 03/01/2024 Current Slot No.: 0022
 Department Name: IMM ROUND 4 GRANT Current Position Title: _____
 Department No.: 340-084 Requested Position Title: BILLING SPECIALIST II - Grade 05

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 29,278.00</u>	<u>\$ 29,278.00</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: \$ 29,278.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 340-084

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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 assist with performing mid level billing work such as collecting, posting and billing for all clinic visits. Reconcile daily count, submit daily reports to the auditors office for all seven health clinics. Funding available through June 30, 2025.

Dairen S Rangel *Dairen Rangel*
 Department Head
 Department of Human Resources

03/01/2024
 Date
3/1/24
 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: 03/01/2024 Current Slot No.: 0023
 Department Name: IMM ROUND 4 GRANT Current Position Title: _____
 Department No.: 340-084 Requested Position Title: CLERK III - GRADE 05

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 29,278.00</u>	<u>\$ 29,278.00</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: \$ 29,278.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 340-084

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
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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

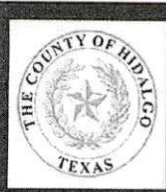
JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Position needed to assist with performing complex clerical work such as registration, screening for medicaid CHIP and other health insurances, screen clients for immunization program for all seven health clinics. Funding available through June 30, 2025.

Dairen S Rangel Dairen Rangel
 Department Head

 Department of Human Resources

03/01/2024
 Date
3/18/24
 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: 03/01/2024 Current Slot No.: 0024,0025
 Department Name: IMM ROUND 4 GRANT Current Position Title: _____
 Department No.: 340-084 Requested Position Title: CLERK II - GRADE 03

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 27,830.00</u>	<u>\$ 27,830.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 27,830.00</u>	<u>\$ 27,830.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 55,660.00</u>		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 340-084

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>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u> x <u>Hourly Rate</u> = <u>Budgeted Salary</u>				

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

Position needed to assist with performing routine clerical work such as registration, screening for medicaid CHIP and other health insurances, screen clients for immunization program for all seven health clinics. Funding available through June 30, 2025.

Dairen S Rangel
 Department Head
 Department of Human Resources

03/01/2024
 Date
3/10/24
 Date