



# 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: 03/15/2024 COVID Imm. 28 Current Slot No.: 0048, 0049  
 Department Name: Vaccine Capacity Project 1 Current Position Title: \_\_\_\_\_  
 Department No.: 340-079 Requested Position Title: System Support Specialist I (2)

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 39,833.00</u> Proposed Budgeted Amount	<u>\$ 39,833.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 39,833.00</u> Proposed Budgeted Amount	<u>\$ 39,833.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 79,666.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other 340-079

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 IT tasks for the Vaccine capacity grant staff and for the Health & Human Services STAHC (March ) event and Operation Border Health (July). Funding available through June 30, 2025.

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

03/15/2024  
 Date  
4/1/24  
 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: 03/15/2024 Current Slot No.: 0050  
 Department Name: Comp Immu. Vaccine Capacity Project 1 Current Position Title: \_\_\_\_\_  
 Department No.: 340-079 Requested Position Title: Administrative Assistant III

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

<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 36,882.00</u> Proposed Budgeted Amount	<u>\$ 36,882.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>\$ 0.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change

**TOTAL BUDGETARY IMPACT:** \$ 36,882.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other 340-079

**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>
<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 administrative tasks for the Vaccine capacity grant staff and for the Health & Human Services Bio Safety Laboratory. Funding available through June 30, 2025.

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\_\_\_\_\_

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

03/15/2024  
 Date  
4/1/24  
 Date