



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: 06/20/2025 Current Slot No.: 0091
 Department Name: Health & Human Services Current Position Title: _____
 Department No.: 340-001 Requested Position Title: Policy and Communication Coordinator, Health Department ²⁸

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

SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 83,602.00</u>	SALARY REQUEST: <u>\$ 83,602.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 0.00</u>	SALARY REQUEST: <u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 83,602.00</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 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 HHS department has a need for this position to do research and advise management on policies, monitor the development of proposed statutes or policies, emerging public health issue, guide the development of public health videos or other social media campaigns.

Dairen S Rangel *Dairen S Rangel*
 Department Head

06/20/2025
 Date

[Signature]
 Department of Human Resources

6/20/25
 Date