



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: 08/18/2025 Current Slot No.: N/A 0006
 Department Name: Health - Imm PI Current Position Title: N/A
 Department No.: 10-340-012 Requested Position Title: Electronic Medical Records EMR Specialist 28

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

SALARY REQUEST: <u>\$ 0.00</u>	<u>\$ 48,781.00</u>	<u>\$ 48,781.00</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: \$ 48,781.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other Fund 1293 - Sub Function 10 Program 012

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 _____		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate _____		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)

This slot supports the Immunizations program activities and will be funded by Immunizations PI.

Dairon S Rangel
 Department Head

 Department of Human Resources

08/18/2025
 Date
9/4/25
 Date