



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: 08/15/2025 Current Slot No.: 0010/01984 28
 Department Name: Health - TB Federal Current Position Title: TB Medical Technician
 Department No.: 340-011/340-003 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	
					Delete
	<u>0010</u>	<u>\$29,819.00</u>			<u>-\$29,819.00</u>
SALARY REQUEST:		<u>\$30,741.00</u>	\$ 0.00		<u>-\$30,741.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount		Net Change
	<u>0195</u>	<u>\$922.00</u>			<u>-\$922.00</u>
SALARY REQUEST:			<u>\$ 0.00</u>		<u>\$ 0.00</u>
		Current Budgeted Amount	Proposed Budgeted Amount		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 30,741.00</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:**

<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>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks</u>		<u>x</u>	<u>Hours per Week</u>	<u>=</u>
			<u>Total Hours</u>	<u>x</u>
				<u>Hourly Rate</u>
				<u>=</u>
				<u>Budgeted Salary</u>

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

This slot has been deleted within the TB Federal grant budget due to budget constraints and will not be filled again.

Dairon S Rangel
 Department Head
[Signature]
 Department of Human Resources

08/15/2025
 Date
8/18/25
 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: 08/15/2025 Current Slot No.: 0008/0071
 Department Name: Health - TB Fed Current Position Title: Outreach Specialist II
 Department No.: 340-011/340-003 Requested Position Title: _____

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

<u>0008</u> SALARY REQUEST: <u>\$24,270.00</u> \$33,200.00	\$ 0.00	-\$24,270.00 -\$33,200.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<u>0071</u> SALARY REQUEST: <u>\$12,116.00</u>	<u>\$0.00</u>	-\$12,116.00 \$0.00
Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>-\$ 33,200.00</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)

This slot has been deleted within the TB Federa grant budget due to budget constraints and will not be filled again.

Dairén S Rangel
 Department Head
[Signature]
 Department of Human Resources

08/15/2025
 Date
9/18/25
 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: 08/15/2025 Current Slot No.: 0004/0096
 Department Name: Health - MAC Current Position Title: Community Service Aide
 Department No.: 340-059/340-003 Requested Position Title: _____

REQUEST FOR:	<input type="checkbox"/> New Position	<input type="checkbox"/> Temporary Position*	<input type="checkbox"/> Position Reclassification	<input checked="" type="checkbox"/> Other	
					Delete
SALARY REQUEST:	<u>0004</u> \$33,200.00 \$31,091.00		\$ 0.00		-\$33,200.00 -\$31,091.00
	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
SALARY REQUEST:	<u>0096</u> \$2,109.00		\$ 0.00		-\$2,109.00 \$ 0.00
	Current Budgeted Amount		Proposed Budgeted Amount		Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 33,200.00</u>				

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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:**

<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)

This slot is vacant and will not be filled.

Dairin S Rangel
 Department Head

[Signature]
 Department of Human Resources

08/15/2025
 Date

[Signature]
 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: 09/16/2025 Current Slot No.: 0008
 Department Name: Health - PHIG Current Position Title: Clerk IV
 Department No.: 340-085 Requested Position Title: _____

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

SALARY REQUEST: \$ 35,856.00 \$ 0.00 -\$ 35,856.00
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: _____
 Current Budgeted Amount Proposed Budgeted Amount Net Change

TOTAL BUDGETARY IMPACT: -\$ 35,856.00

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:**

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				
_____ x _____ = Total Hours x Hourly Rate = Budgeted Salary				

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

This slot has been deleted within the PHIG grant budget and will not be filled again.

Dawn S Rangel
 Department Head
[Signature]
 Department of Human Resources

09/16/2025
 Date
9/18/25
 Date