



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:
Tax Office #140

DATE:
AUGUST 18, 2009

CURRENT POSITION TITLE:
na

CURRENT SLOT. #: *0129*
0130

REQUESTED POSITION TITLE:
(For new positions or reclassifications)
TAX CLERK/CASHIER

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 2X 24,820.00 Proposed Budgeted Salary \$ 49,640.00 Net Change

Position to be funded from one of the following:

- Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other General Fund/co.wide Contingency (cost of position to be reimbursed by inter-local agreement).

POSITION Type:

- Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

- CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

SEE ATTACHED. Additional personnel needed for the collection of taxes for Donna ISD.

Personnel will be assigned to new Alamo Sub-Station.

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITIONS NEEDED FOR ADDITIONAL DUTIES FROM DONNA ISD.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

COMMENTS: (Any comments you wish to make regarding this request)

NO BUDGETARY IMPACT, FUNDED BY INTER-LOCAL AGREEMENT FOR COLLECTION OF TAXES FOR DONNA ISD.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Rob B. PCJ* 8/7/09
DEPARTMENT HEAD DATE

2. *Ethel A. Carter / yje* 08-14-09
HUMAN RESOURCES DIRECTOR DATE

3. *[Signature]* 8/24/2009
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

