



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY TAX OFFICE/140

DATE: 6/16/09

CURRENT POSITION TITLE: HEAD DATA ENTRY
ASSISTANT

CURRENT SLOT. #: 001-028

REQUESTED POSITION TITLE: SUPERVISOR
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 35,257.00 \$ 35,257.00 \$ -0-
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

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:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

**TAX OFFICE WOULD LIKE TO CHANGE POSITION TITLE FROM "HEAD DATA ENTRY" TO ASSISTANT
SUB-STATION SUPERVISOR" IN ORDER TO UTILIZE THIS POSITION FOR THE ALAMO SUB-STATION.
AS SOON AS WE ARE GIVEN EMPLOYEES TO HAVE IT OPERATIONAL**

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

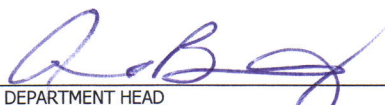

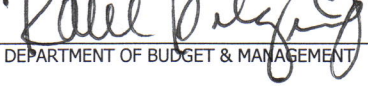
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

THE NEW POSITION WILL CHANGE IN DUTIES AS FAR AS HAVING FULL RESPONSIBILITY
OF OPENING AND CLOSING THE OFFICE, SECURING ALL MONIES, COLLECT FOR BOTH
TAX DEPARTMENT AND AUTO DEPARTMENT. MONITORING WORK AND SUPERVISING 5 EMPLOYEES.
KEEPING FILES, INVENTORY AND SERVICING THE TAXPAYERS. SEE COPY OF SUB-STATION
SUPERVISOR DUTIES AS PER CIVIL SERVICE AND HUMAN RESOURCE DEPARTMENTS.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		6/15/09		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		09.08.09		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		9/02/2009		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		