



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001)

DATE: 2/14/11

CURRENT POSITION TITLE: DEPUTY CLERK II

CURRENT SLOT #: 0028

REQUESTED POSITION TITLE: DEPUTY CLERK II

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other ADD AUTO ALLOWANCE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 1,500.00 \$ 1,500.00
 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 CO. WIDE ADM. - CONTINGENCY

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

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

County vehicle previously used by Alamo Sub-Station to go to the Bank for change, etc., burned on January 23rd, 2011 and was declared a total loss. We do not have funds in our budget to replace it. Auto allowance needed for supervisor to use personal vehicle to make the trips to the bank.

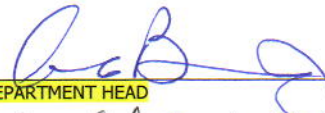


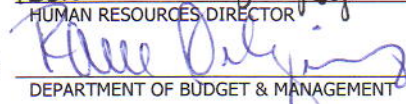
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|--|---|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | 
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 02-04-11
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 02/04/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |