



HIDALGO COUNTY Personnel Adjustment Request Form Human Resources

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DEPARTMENT NAME/NUMBER: #140

DATE: October 3, 2012

CURRENT POSITION TITLE: DEPUTY CLERK I

CURRENT SLOT. #: 001-050

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ 27,024.00 grade 5 step 3 \$ _____ \$ (27,024.00)
 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 _____

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

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

Upon evaluation of department's needs, management has determined this position is no longer needed.

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)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

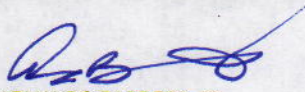
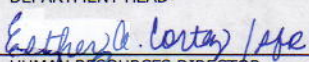
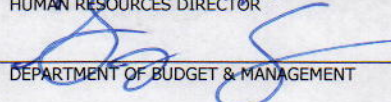
COMMENTS: (Any comments you wish to make regarding this request)

Change needed to maximize office efficiency.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

NET FISCAL IMPACT OF \$5,979.39 FOR FISCAL YEAR 2013 (A1-34742). NO FISCAL IMPACT FOR FY 2012 DUE TO LAPSE.

1.	 ARMANDO BARRERA JR DEPARTMENT HEAD	10/3/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 ESTHER A. CORTAZ HUMAN RESOURCES DIRECTOR	10-16-12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	10/19/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



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HIDALGO COUNTY

Personnel Adjustment Request Form Human Resources

DEPARTMENT NAME/NUMBER: #140

DATE: October 3, 2012

CURRENT POSITION TITLE: BOOKKEEPER I

CURRENT SLOT #: 001-043

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

 New Position Temporary Position Position Reclassification* Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: \$ 29,186.00 grade 6 step 3 \$ _____ \$ (29,186.00)
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 _____

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 <input type="checkbox"/>	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)

Upon evaluation of department's needs, management has determined this position is no longer needed.

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

sdfsdfsdf

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

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

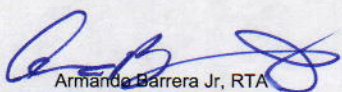


Change needed to maximize Office efficiency.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

NET FISCAL IMPACT OF \$ 5979.39 FOR FISCAL YEAR 2013 (A1-34742)

NO FISCAL IMPACT FOR 2012 DUE TO LAPSE

- | | | | | |
|----|---|--------------------|-----------------------------------|---|
| 1. | 
Armando Barrera Jr, RTA
DEPARTMENT HEAD | 10/30/12
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
Esther A. Cortez
HUMAN RESOURCES DIRECTOR | 10-16-12
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 10/19/2012
DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

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)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.


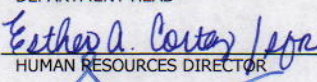

COMMENTS: (Any comments you wish to make regarding this request)

Change needed to maximize office efficiency.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

NET FISCAL IMPACT OF \$5979.39 FOR FISCAL YEAR 2013
(A1-34742), NO FISCAL IMPACT FOR FY 2012 DUE TO LAPSE

- | | | | | | |
|----|---|--------------------|-----------------------------------|---|-----------------------------|
| 1. | 
ARMANDO BARRERA JR
DEPARTMENT HEAD | 10/3/12
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
ESTHER A. CORTAZ LOPEZ
HUMAN RESOURCES DIRECTOR | 10.16.12
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 10/19/2012
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: #140 - Tax Office

DATE: October 3, 2012

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0141

REQUESTED POSITION TITLE: Deputy Clerk II
(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: \$ _____ \$ 29,458.00 grade 7 step 1 \$ 29,458.00
 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 _____

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

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

Upon evaluation of Department's needs, Management has determined a greater need of an "Deputy Clerk II" to perform extensive cashiering duties and to assist the Head Cashier and the Asst. Cashier as needed.

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)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.


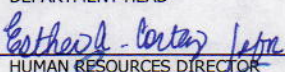

COMMENTS: (Any comments you wish to make regarding this request)

Change needed to maximize office efficiency.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

NET FISCAL IMPACT OF \$5,979.39 FOR FISCAL YEAR 2013 (41-34742). NO FISCAL IMPACT FOR FY 2012 DUE TO LAPSE

- | | | | | | |
|----|---|--------------------|-----------------------------------|---|-----------------------------|
| 1. | 
ARMANDO BARRERA JR
DEPARTMENT HEAD | 10/3/12
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
ESTHELA CORTAZ LOPEZ
HUMAN RESOURCES DIRECTOR | 10-16-12
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 10/19/2012
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |