



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 3/4/2013

CURRENT POSITION TITLE: DEPUTY CLERK II (AUTO ALLOWANCE) CURRENT SLOT #: 0028 & 0041

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III (AUTO ALLOWANCE)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other TRANSFER AUTO ALLOWANCE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 1,500.00 Current G&S/ Budgeted Salary \$ 1,500.00 Proposed G&S/ Budgeted Salary \$ 0.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other transfer TRANSFER AUTO ALLOWANCE FROM SLOT #28 TO #41

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____ Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

EMPLOYEE WILL BE TRAVELING TO HUMAN RESOURCES, OUR SUB-STATIONS IN WESLACO, PHARR, SAN JUAN ALAMO AND PALMVIEW AS NEEDED TO PERFORM DUTIES NECESSARY TO RUN THIS OFFICE.

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

n/a

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

n/a

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

NO BUDGETARY IMPACT.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1. <u>Paul Villarreal Jr.</u> DEPARTMENT HEAD</p>	<p><u>3-4-13</u> Date</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>2. <u>Esther A. Cortez/afa</u> HUMAN RESOURCES DIRECTOR</p>	<p><u>03-06-13</u> Date</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT</p>	<p><u>03/07/2013</u> Date</p>	<p>BUDGET PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. _____ COMMISSIONERS' COURT APPROVAL</p>	<p>_____ Date</p>		