



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Computer System ~~Administrator~~ CURRENT SLOT #: 009
Administrator

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Reduce Budgeted Salary

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

Remove Auto Allow.

POSITION SALARY REQUEST:

Salary Amount:	(Auto) \$1,500.00	0	(1,500.00)
\$	<u>49,264.00</u>	\$	<u>40,000.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary
			<u>(9,264.00)</u>
			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 _____
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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

NO BUDGETARY IMPACT. Reduce Budgeted Salary.

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)

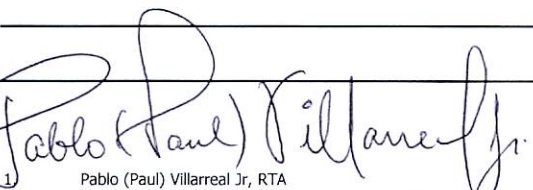
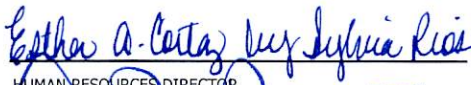

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Pablo (Paul) Villarreal Jr, RTA	6/18/2-13 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT HEAD						
2.	 Esther A. Cortez by Sylvia Rios	06-10-13 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	HUMAN RESOURCES DIRECTOR						
3.	 Linda R. Trevino	06/13/13 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
	DEPARTMENT OF BUDGET & MANAGEMENT						
4.	_____	_____	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date					



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk II CURRENT SLOT #: 024

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Reduce Budgeted Salary

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 36,020.00 Current G&S/ Budgeted Salary \$ 26,020.00 Proposed G&S/ Budgeted Salary \$ (10,000.00) 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 _____
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)

NO BUDGETARY IMPACT. Reduce Budgeted Salary.

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)

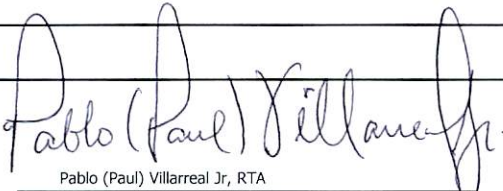
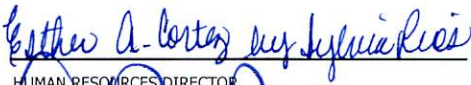

n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

			
1.	<u>Pablo (Paul) Villarreal Jr, RTA</u> DEPARTMENT HEAD	<u>6/18/2-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>06-10-13</u> Date	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/13/13</u> 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: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Accountant IV CURRENT SLOT #: 008

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 52,002.00 \$ 54,002.00 \$ 2,000.00
 Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
 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)

NO BUDGETARY IMPACT. *Salary increase.*

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr

- | | | | | | |
|----|--|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Pablo (Paul) Villarreal Jr, RTA</u>
DEPARTMENT HEAD | <u>6/18/2-13</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez by Sylvia Rios</u>
HUMAN RESOURCES DIRECTOR | <u>06-10-13</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Eric R. Strom</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>6/13/13</u>
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: TAX OFFICE (140-001)

DATE: 6/18/2013

CURRENT POSITION TITLE: Administrative Asst III

CURRENT SLOT #: 0128

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

*Authorize Auto Allow.
PC*

POSITION SALARY REQUEST:

Salary Amount:		(Auto) \$1,500.00	(Auto) \$1,500.00
\$	<u>32,960.00</u>	\$ <u>34,005.00</u>	\$ <u>1,045.00</u>
	Current G&S/ Budgeted Salary	Proposed G&S/ 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 _____
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.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

NO BUDGETARY IMPACT. Auto Allowance transferred from slot #009, this employee is to assume the duties of delivering supplies, forms, etc, between Main Office and our Sub-Stations. *Salary increase & auto allowance.*

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Pablo (Paul) Villarreal Jr, RTA</u>
DEPARTMENT HEAD | <u>6/18/2-13</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez Rodriguez</u>
HUMAN RESOURCES DIRECTOR | <u>06-10-13</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>06/13/13</u>
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: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk III CURRENT SLOT #: 018

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 40,347.00 \$ 42,566.00 \$ 2,219.00
 Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 113 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.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)NO BUDGETARY IMPACT. Salary increase.

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)

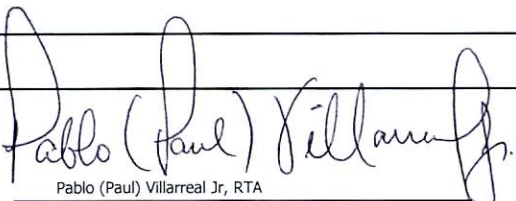
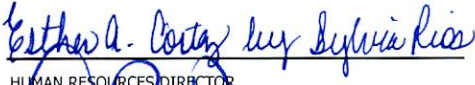
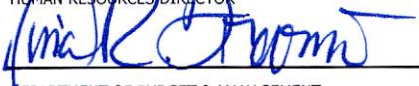
n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Pablo (Paul) Villarreal Jr, RTA DEPARTMENT HEAD	<u>6/18/2-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Bethel A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	<u>06/10/13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 Maria R. Brown DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/13/13</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<hr/> COMMISSIONERS' COURT APPROVAL	<hr/> Date	<hr/>	<hr/>



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 057

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 27,213.00 \$ 29,213.00 \$ 2,000.00
 Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
 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: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

1. Pablo (Paul) Villarreal Jr, RTA 6/18/2-13
DEPARTMENT HEAD Date

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

2. Eritha A. Cortez by Sylvia Rios 06.10.13
HUMAN RESOURCES DIRECTOR Date

PERSONNEL PROCEDURES COMPLETED YES NO

3. Paul D. Brown 6/13/13
DEPARTMENT OF BUDGET & MANAGEMENT Date

BUDGET PROCEDURES COMPLETED YES NO

4. _____
COMMISSIONERS' COURT APPROVAL Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 084

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 28,014.00 Proposed G&S/ Budgeted Salary \$ 2,000.00 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 _____
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)NO BUDGETARY IMPACT. Salary increase.

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)

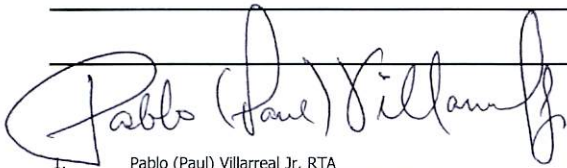
n/a

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

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



1. Pablo (Paul) Villarreal Jr, RTA
DEPARTMENT HEAD

6/18/2-13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. Esther A. Cortez by Suplicacion
HUMAN RESOURCES DIRECTOR

06-10-13
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. Michael R. Brown
DEPARTMENT OF BUDGET & MANAGEMENT

6/13/13
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 088

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 28,014.00 Proposed G&S/ Budgeted Salary \$ 2,000.00 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 _____
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.)

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

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

NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

			
1.	<u>Pablo (Paul) Villarreal Jr, RTA</u> DEPARTMENT HEAD	<u>6/18/2-13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>06-10-13</u> Date	PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/13/13</u> 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: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 096

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 \$ 28,014.00 \$ 2,000.00
 Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
 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.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

1. Pablo (Paul) Villarreal Jr, RTA

6/18/2-13

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

DEPARTMENT HEAD

Date

Esther A. Cortez by Sylvia Kioi

2. HUMAN RESOURCES DIRECTOR

06-10-13

PERSONNEL PROCEDURES COMPLETED

YES

NO

Date

Mark Brown

3. DEPARTMENT OF BUDGET & MANAGEMENT

6/13/13

BUDGET PROCEDURES COMPLETED

YES

NO

Date

4. COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013

CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0100

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 28,014.00 Proposed G&S/ Budgeted Salary \$ 2,000.00 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 _____
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.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.

1. Pablo (Paul) Villarreal Jr, RTA
DEPARTMENT HEAD

6/18/2-13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. Eptker A. Cortez by Sylvia Rios
HUMAN RESOURCES DIRECTOR

06.10.13
Date

PERSONNEL PROCEDURES COMPLETED

YES NO

3. Uma R. Strom
DEPARTMENT OF BUDGET & MANAGEMENT

6/13/13
Date

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013
 CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0133
 REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 28,014.00 Proposed G&S/ Budgeted Salary \$ 2,000.00 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 _____
 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)NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr
1. Pablo (Paul) Villarreal Jr, RTA
DEPARTMENT HEAD

6/18/2-13
Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

Esther Cortez by Sylvia Reis
2. Esther Cortez by Sylvia Reis
HUMAN RESOURCES DIRECTOR

06.10.13
Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

Uma Stewart
3. Uma Stewart
DEPARTMENT OF BUDGET & MANAGEMENT

6/13/13
Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 6/18/2013
 CURRENT POSITION TITLE: Deputy Clerk I CURRENT SLOT #: 0117
 REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Salary Increase

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 28,014.00 Proposed G&S/ Budgeted Salary \$ 2,000.00 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 _____
 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.)

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

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

NO BUDGETARY IMPACT. Salary increase.

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)

n/a

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Pablo (Paul) Villarreal Jr.
Pablo (Paul) Villarreal Jr, RTA

1. Pablo (Paul) Villarreal Jr, RTA

6/18/2-13

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

DEPARTMENT HEAD

Date

Esther A. Cortez
Esther A. Cortez, Human Resources Director

2. Esther A. Cortez, Human Resources Director

06-10-13

PERSONNEL PROCEDURES COMPLETED

YES

NO

HUMAN RESOURCES DIRECTOR

Date

Mia D. Fournier
Mia D. Fournier, Department of Budget & Management

3. Mia D. Fournier, Department of Budget & Management

6/13/13

BUDGET PROCEDURES COMPLETED

YES

NO

DEPARTMENT OF BUDGET & MANAGEMENT

Date

4. _____

COMMISSIONERS' COURT APPROVAL

Date