

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

~~SEE ATTACHED.~~

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

N/A

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

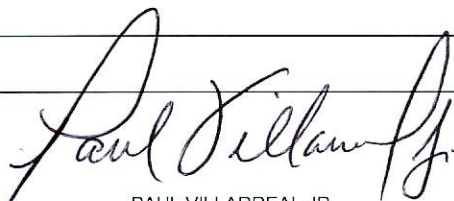
N/A

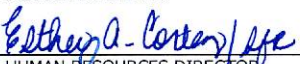

COMMENTS: (Any comments you wish to make regarding this request)

NO BUDGET IMPACT,

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



- | | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | PAUL VILLARREAL JR.
DEPARTMENT HEAD | 6/27/2013
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 07.03.13
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 07/12/2013
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" 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.

~~SEE ATTACHED.~~

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

N/A

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

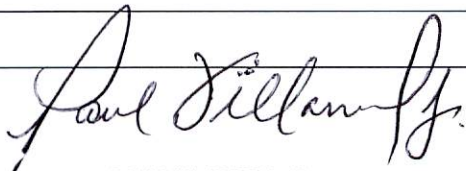
N/A



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

NO BUDGET IMPACT,

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



- | | | | | | |
|----|---|------------|-----------------------------------|---|-----------------------------|
| 1. | PAUL VILLARREAL JR. | 6/27/2013 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | DATE | | | |
| 2. |  | 07-03-13 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | DATE | | | |
| 3. |  | 07/12/2013 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | | | |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE #140

DATE: 6/27/2013

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III

CURRENT SLOT. #: 0128

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other AUTO ALLOWANCE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0- ~~32,960.00~~ ^{pc}
 \$ 32,960.00 ^{pc} ~~1,500.00~~ (AUTO)
 \$ 1,500.00 (AUTO)

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 (NO BUDGET IMPACT)

From Auto Allowance of deleted Position (Computer System Administrator, slot 009) pc

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)

AFTER REVIEW OF DEPARTMENT'S ^{Needs} DETERMINED AUTO ALLOWANCE NO LONGER NEEDED ON SLOT #009,
 NOW Per Needs 07.02.13
 SLOT#0128 WILL NOT BE ASSUMING DUTIES OF DELIVERING SUPPLIES, FORMS, ETC., BETWEEN THE MAIN OFFICE AND
 ALL SUB-STATIONS.

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

SEE ATTACHED.

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

N/A

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

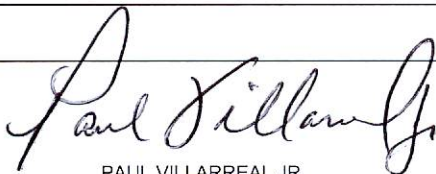
N/A

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

NO BUDGET IMPACT,

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



- | | | |
|----|-----------------------------------|------------|
| 1. | PAUL VILLARREAL JR. | 6/27/2013 |
| | DEPARTMENT HEAD | DATE |
| 2. | <i>Esther A. Cortez / app</i> | 07-03-13 |
| | HUMAN RESOURCES DIRECTOR | DATE |
| 3. | <i>[Signature]</i> | 07/12/2013 |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE |
| 4. | COMMISSIONERS COURT APPROVAL | DATE |

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

MAINTENANCE OF COMPUTER SYSTEM CURRENTLY USED TO COLLECT PROPERTY TAXES.

NO BUDGET IMPACT. A TECHNICIAN IV IS NEEDED TO ASSIST ACCOUNT REPORTS SPECIALIST WITH TECHNICAL SUPPORT AND
JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:	FLSA:	Exempt	Non-Exempt	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exempt	Exempt	Non-Exempt		

TEMPORARY POSITIONS:

Full Time Employee	Object 113	<input checked="" type="checkbox"/>	Part Time Employee	Object 114	<input type="checkbox"/>
Full Time Temporary	Object 121	<input type="checkbox"/>	Part Time Temporary	Object 122	<input type="checkbox"/>

Enter hourly rate for temp. positions _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary _____

POSITION Type:

Other **FUNDS FROM DELETED COMPUTER SYSTEM ADMINISTRATOR AND DEPUTY CLERK II.**

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Position to be funded from one of the following:

Salary Amount: \$ 39,560.00 Current Budgeted Salary \$ 39,560.00 Proposed Budgeted Salary \$ 39,560.00 Net Change \$ 0.00

POSITION SALARY REQUEST:

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

REQUEST FOR: New Position Temporary Position Position Reclassification* Other CREATE

(For new positions or reclassifications)

REQUESTED POSITION TITLE: TECHNICIAN IV

CURRENT POSITION TITLE:

DEPARTMENT NAME/NUMBER: TAX OFFICE #140

DATE: 6/27/2013

CURRENT SLOT #: ~~1520144~~ 1520144

Revised 07/10/13



HIDALGO COUNTY

Personnel Adjustment Request Form



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

SEE ATTACHED.

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

N/A

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

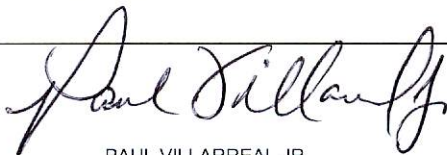
N/A

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

NO BUDGET IMPACT,

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



1. PAUL VILLARREAL JR. 6/27/2013
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

2. *Kathryn A. Cortez Lopez* 07.03.13
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED YES NO

3. *[Signature]* 07/12/2013
DEPARTMENT OF BUDGET & MANAGEMENT DATE

BUDGET PROCEDURES COMPLETED YES NO

4. COMMISSIONERS COURT APPROVAL DATE

1.	DEPARTMENT HEAD	DATE	PAUL VILLARREAL JR.
2.	HUMAN RESOURCES DIRECTOR	DATE	<i>Barbara A. Votaw</i>
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	<i>07/12/13</i>
4.	COMMISSIONERS COURT APPROVAL	DATE	

<input checked="" type="checkbox"/>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input checked="" type="checkbox"/>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input checked="" type="checkbox"/>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HUMAN RESOURCES: Classification and Salary Recommendation

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

NO BUDGET IMPACT.

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

N/A

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

N/A

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

SEE ATTACHED.



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE #140

DATE: 6/27/2013

CURRENT POSITION TITLE:

CURRENT SLOT. #: ~~154~~ 0146
revised 01/24/13 PC

REQUESTED POSITION TITLE: CLERK I
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other CREATE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0 Current Budgeted Salary \$ 19,710.00 Proposed Budgeted Salary \$ 19,710.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other FUNDS FROM DELETED COMPUTER SYSSYEM ADMINISTRATOR AND DEPUTY CLERK II.

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:	<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)

NO BUDGET IMPACT. A CLERK I IS NEEDED TO ASSIST WITH THE ANSWERING OF ALL TELEPHONE CALLS COMING INTO THE TAX OFFICE, AND TO ASSIST AND DIRECT TAXPAYERS THAT COME IN PERSON TO OUR OFFICE TO CONDUCT COUNTY BUSINESS.

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

SEE ATTACHED.

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

N/A

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

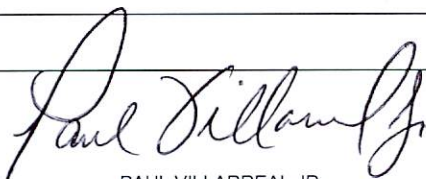
N/A


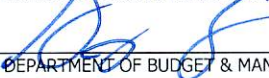
COMMENTS: (Any comments you wish to make regarding this request)

NO BUDGET IMPACT,

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation



- | | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | PAUL VILLARREAL JR.
DEPARTMENT HEAD | 6/27/2013
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 07.03.13
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 07/12/2013
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

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #:

~~146~~ 0149
revised 07/24/13 PC

REQUESTED POSITION TITLE:
(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: \$ -0- ^{PC} Current Budgeted Salary
 \$ 30,342.00 ^{PC} Proposed Budgeted Salary
 \$ 30,342 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Per Santos Castilleja 06-20-13
 AJR
- Other _____

POSITION Type:

- Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
- Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 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)

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

Increase collections of fines and fees owed to county, verify scofflaw database program. Report and measure program success on how many

accounts are cleared and how much department assisted in collections fines. Audit employee scofflaw denials. Ensure all scofflaw notice/release

letters have been collected. Ensure and collected RMA and road and bridge fees along with reporting and auditing measures.

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

See attached: Position needed immediately , Web agent (Fast Express lane). To implement successful program established at main office throughout tax/auto License substations.

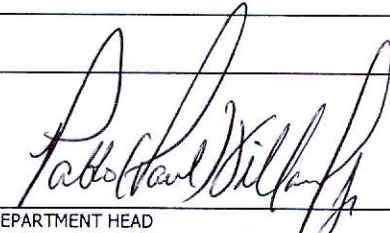

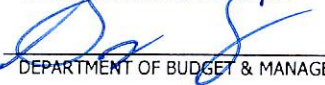
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>6-18-13</u>
	DEPARTMENT HEAD	DATE
2.		<u>06-20-13</u>
	HUMAN RESOURCES DIRECTOR	DATE
3.		<u>07/12/2013</u>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE
4.	COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

*Per Santos Castilleja
06-20-13 age*



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #:

~~144~~ 0147
revised 07/24/13 PC

REQUESTED POSITION TITLE:
(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: \$ - 0- PC \$ 30,342.00 PC \$ 30,342
 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
Per Santos Castilleja 06.20.13
APL
- 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	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

Increase collections of fines and fees owed to county, verify scofflaw database program. Report and measure program success on how many

accounts are cleared and how much department assisted in collections fines. Audit employee scofflaw denials. Ensure all scofflaw notice/release

letters have been collected. Ensure and collected RMA and road and bridge fees along with reporting and auditing measures.

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

See attached: Position needed immediately , Web agent (Fast Express lane). To implement successfull program established at main office throughtout tax/auto License substations.

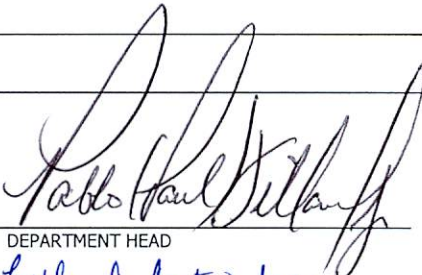

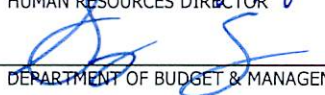
POSITION RECLASIFICACION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>6-18-13</u>
	DEPARTMENT HEAD	DATE
2.		<u>06-20-13</u>
	HUMAN RESOURCES DIRECTOR	DATE
3.		<u>07/12/13</u>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE
4.	COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

*Per Santos Castiella
06-20-13
Agm*

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #: ~~145~~ 0148
revised 07/24/13 PC

REQUESTED POSITION TITLE:
(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: \$ -0- Current Budgeted Salary *PC*
 \$ 30,342.00 Proposed Budgeted Salary *PC*
 \$ 30,342 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
Per Santos Castilleja 06-20-13 PC
- Other _____

POSITION Type:

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

Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 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 Non-Exempt N/A

FLSA: Exempt Non-Exempt *PC*

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

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

Increase collections of fines and fees owed to county, verify scofflaw database program. Report and measure program success on how many

accounts are cleared and how much department assisted in collections fines. Audit employee scofflaw denials. Ensure all scofflaw notice/release

letters have been collected. Ensure and collected RMA and road and bridge fees along with reporting and auditing measures.

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

See attached: Position needed immediately , Web agent (Fast Express lane). To implement successful program established at main office throughout tax/auto License substations.

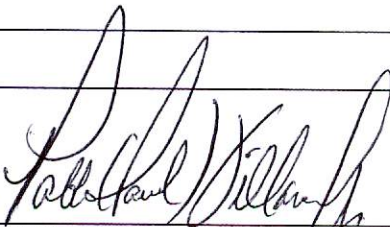
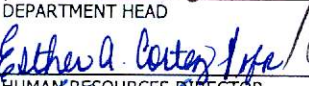

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>6-18-13</u>
	DEPARTMENT HEAD	DATE
2.		<u>06-20-13</u>
	HUMAN RESOURCES DIRECTOR	DATE
3.		<u>07/14/2013</u>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE
4.	COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

*Per Santos Castilleja
06-20-13*

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #:

~~147~~
0150
revised 07/24/13 *rc*

REQUESTED POSITION TITLE:
(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: \$ -0- *rc* Current Budgeted Salary \$ 30,342.00 *rc* Proposed Budgeted Salary \$ 30,342 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
Per Santos Castilleja 06-20-13 HRC
- 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)

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

Increase collections of fines and fees owed to county, verify scofflaw database program. Report and measure program success on how many

accounts are cleared and how much department assisted in collections fines. Audit employee scofflaw denials. Ensure all scofflaw notice/release

letters have been collected. Ensure and collected RMA and road and bridge fees along with reporting and auditing measures.

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

See attached: Position needed immediately , Web agent (Fast Express lane). To implement successfull program established at main office throughtout tax/auto License substations.

POSITION RECLASIFICATION: 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)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Paul Wilcox* 6-18-13
 DEPARTMENT HEAD DATE

2. *Esther A. Cortez / sje* _____
 HUMAN RESOURCES DIRECTOR DATE

3. *[Signature]* 07/12/13
 DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____
 COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

*Per Santos Castilleja
06-20-13 Ago*

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #:

~~148~~
0151 revised 07/24/13
R

REQUESTED POSITION TITLE:
(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: \$ 0- ^{rc} Current Budgeted Salary \$ 30,342.00 ^{rc} Proposed Budgeted Salary \$ 30,342 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
Per Santos Castilleja 06.30.13 MR
- Other _____

POSITION Type:

- Full Time Employee Object 113
- Part Time Employee Object 114 _____
Enter hourly rate for temp. positions
- Full Time Temporary Object 121
- Part Time Temporary Object 122 \$ _____
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
 - Non-Exempt
 - N/A
- FLSA:
- Exempt
 - Non-Exempt

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

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

Increase collections of fines and fees owed to county, verify scofflaw database program. Report and measure program success on how many accounts are cleared and how much department assisted in collections fines. Audit employee scofflaw denials. Ensure all scofflaw notice/release letters have been collected. Ensure and collected RMA and road and bridge fees along with reporting and auditing measures.

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

See attached: Position needed immediately , Web agent (Fast Express lane). To implement successful program established at main office throughout tax/auto License substations.

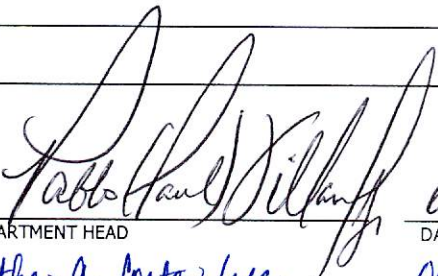

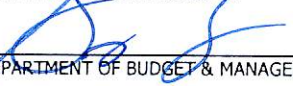
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		6-18-13
	DEPARTMENT HEAD	DATE
2.		06.20.13
	HUMAN RESOURCES DIRECTOR	DATE
3.		07/12/2013
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE
4.	COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

*Per Santos Castilleja
06.20.13 Age*



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: 140

DATE: 6/18/13

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #:

*14A
0152
revised 07/24/13*

REQUESTED POSITION TITLE:
(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: \$ -0- Current Budgeted Salary
 \$ 30,342.00 Proposed Budgeted Salary
 \$ 30,342 Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
Per Santos Castilleja 06-30-13
- Other _____

POSITION Type:

- Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
- Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 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.)
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- CIVIL SERVICE:
- Exempt FLSA: Exempt
- Non-Exempt Non-Exempt
- N/A

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

Needed to assist with initial registration renewals, vehicle title transfers, motor vehicle records, disabled person plates and placards.

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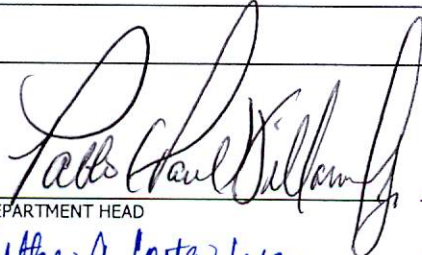


POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>6-18-13</u>
	DEPARTMENT HEAD	DATE
2.		<u>06-20-13</u>
	HUMAN RESOURCES DIRECTOR	DATE
3.		<u>02/12/2013</u>
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE
4.	COMMISSIONERS COURT APPROVAL	DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

PERSONNEL PROCEDURES COMPLETED

YES NO

BUDGET PROCEDURES COMPLETED

YES NO

*Per Santos Castilleja
06-20-13*