



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 10/15/2013

CURRENT POSITION TITLE: DEPUTY CLERK I CURRENT SLOT #: 054

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 27,351.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (27,351.00) 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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, POSITION NO LONGER NEEDED IN THIS CAPACITY.

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 BUDGET IMPACT.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. Pablo (Pam) Villanueva 10-16-13
Date

DEPARTMENT HEAD

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. Esther A. Lopez by Sofia Lice 11-06-13
Date

HUMAN RESOURCES DIRECTOR

PERSONNEL PROCEDURES COMPLETED

YES NO

3. Mark C. Brown 11/27/13
Date

DEPARTMENT OF BUDGET & MANAGEMENT

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
Date

COMMISSIONERS' COURT APPROVAL



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 10/15/2013

CURRENT POSITION TITLE: DEPUTY CLERK I CURRENT SLOT #: 0085

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount: (AUTO) 750.00 (AUTO) 750.00

\$ 26,014.00 \$ 0.00 \$ (26,014.00)

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: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

AFTER REVIEW OF DEPARTMENT'S NEEDS, POSITION NO LONGER NEEDED IN THIS CAPACITY.

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 BUDGET IMPACT.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>✓ 1. <u>Pablo Paul Villanueva</u> DEPARTMENT HEAD</p>	<p><u>10-16-13</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 Cruz Sylvia Rio</u> HUMAN RESOURCES DIRECTOR</p>	<p><u>11-06-13</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>11/27/13</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>	<p>_____</p>	<p>_____</p>



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 10/15/2013

CURRENT POSITION TITLE: DEPUTY CLERK I CURRENT SLOT #: 0087

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (26,014.00) 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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, POSITION NO LONGER NEEDED IN THIS CAPACITY.

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 BUDGET IMPACT.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>✓ 1. <u>Pablo (Paul) Villanueva</u> DEPARTMENT HEAD</p>	<p><u>10-16-13</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 by Sylvia Rice</u> HUMAN RESOURCES DIRECTOR</p>	<p><u>11-06-13</u> Date</p>	<p>PERSONNEL PROCEDURES COMPLETED</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>3. <u>Uma R. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT</p>	<p><u>11-27-13</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>		



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: TAX OFFICE (140-001) DATE: 10/15/2013

CURRENT POSITION TITLE: DEPUTY CLERK I CURRENT SLOT #: 0102

REQUESTED POSITION TITLE: n/a

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,014.00 \$ 0.00 \$ (26,014.00)

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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, POSITION NO LONGER NEEDED IN THIS CAPACITY.

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 BUDGET IMPACT.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>✓ 1. <u>Pablo (Paul) Villarza</u> DEPARTMENT HEAD</p>	<p><u>10-16-13</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 by Sylvia Rice</u> HUMAN RESOURCES DIRECTOR</p>	<p><u>11-06-13</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>11/27/13</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>	<p>_____</p>	<p>_____</p>



HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: **10/15/2013**

CURRENT POSITION TITLE: **DATA ENTRY CLERK II**

CURRENT SLOT #: **0153**

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>0.00</u>	\$	<u>27,000.00</u>	\$	<u>27,000.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Handwritten: 20,250.00 (above Proposed), 20,250.00 (above Net Change), up.

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other TO BE FUNDED FROM BUDGETED POSITIONS IN DEPARTMENT BEING DELETED.

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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, A NEED FOR THIS POSITION EXISTS TO ASSIST IT DEPARTMENT WITH SCOFFLAW DUTIES.

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)

A GREATER NEED EXISTS FOR A DATA ENTRY CLERK II AT THIS SALARY IN ORDER TO RUN THE OFFICE MORE EFFICIENTLY.

SEE ATTACHED.

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.	<u><i>Paulo (Paul) Killam Jr</i></u> DEPARTMENT HEAD	<u>10/23/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u><i>Esther A. Cortez by Sylvia Rios</i></u> HUMAN RESOURCES DIRECTOR	<u>11-06-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u><i>Jim R. Brown</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/27/13</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: **10/15/2013**

CURRENT POSITION TITLE: **CLERK I I ⁴¹⁰**

CURRENT SLOT #: **0154**

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other PC

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 19,785.00 Proposed G&S/ Budgeted Salary \$ 19,785.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **TO BE FUNDED FROM BUDGETED POSITIONS IN DEPARTMENT BEING DELETED.**

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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, A NEED FOR THIS POSITION EXISTS TO OPEN AND DISTRIBUTE INCOMING

MAIL IN OUR TAX DEPARTMENT.

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)

A GREATER NEED EXISTS FOR A CLERK I AT THIS SALARY IN ORDER TO RUN THE OFFICE MORE EFFICIENTLY.

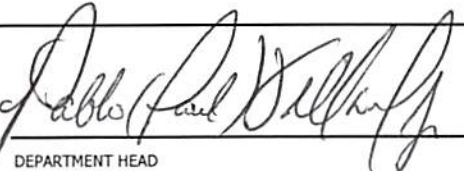
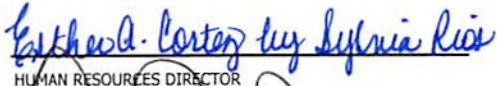
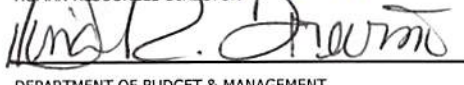
SEE ATTACHED.

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.	 DEPARTMENT HEAD	<u>10/23/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>11.06.13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/27/13</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: **10/15/2013**

CURRENT POSITION TITLE: **CLERK I *W***

CURRENT SLOT #: **0155**

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other *Re*

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 Current G&S/ Budgeted Salary \$ 19,785.00 Proposed G&S/ Budgeted Salary \$ 20,250.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other **TO BE FUNDED FROM BUDGETED POSITIONS IN DEPARTMENT BEING DELETED.**

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)

AFTER REVIEW OF DEPARTMENT'S NEEDS, A NEED FOR THIS POSITION EXISTS TO OPEN AND DISTRIBUTE INCOMING

MAIL IN OUR MOTOR VEHICLE DEPARTMENT.

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)

A GREATER NEED EXISTS FOR A CLERK I AT THIS SALARY IN ORDER TO RUN THE OFFICE MORE EFFICIENTLY.

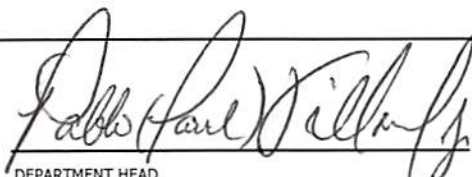
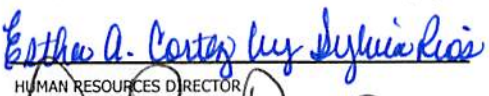

SEE ATTACHED.

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.	 DEPARTMENT HEAD	<u>10/23/13</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>11-06-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/27/13</u> 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.

N/A

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

A GREATER NEED EXISTS FOR A CLERK I AT THIS SALARY IN ORDER TO RUN THE OFFICE MORE EFFICIENTLY.

SEE ATTACHED.

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. Pablo (Paul) Villanueva 10/23/13 FUNDING AVAILABLE IN DEPT. BUDGET YES NO
DEPARTMENT HEAD Date
2. Cather A-Cortez by Sylvia Rice 11-06-13 PERSONNEL PROCEDURES COMPLETED YES NO
HUMAN RESOURCES DIRECTOR Date
3. Jim R. Brown 11/27/13 BUDGET PROCEDURES COMPLETED YES NO
DEPARTMENT OF BUDGET & MANAGEMENT Date
4. _____ COMMISSIONERS' COURT APPROVAL _____ Date

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)

A GREATER NEED EXISTS FOR A CLERK I AT THIS SALARY IN ORDER TO RUN THE OFFICE MORE EFFICIENTLY.

SEE ATTACHED.

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.	<u>Paul Willoughby</u> DEPARTMENT HEAD	<u>10/23/13</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>11-06-13</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>Anna R. Brown</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/27/13</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	COMMISSIONERS' COURT APPROVAL	_____	_____