

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.

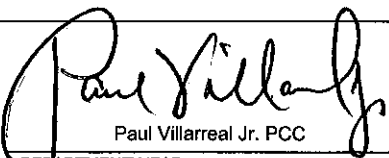

RMA accounting and reconciliation, Financial Collections and Distributions, monitoring and auditing Scofflaw Collections.

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

To be funded from deletion of Slots #15 and #23.

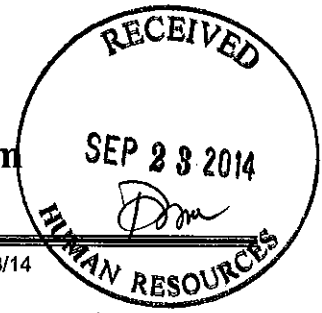
HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC	9/18/2014	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE		
2.	 Esther A. Cortez Sylvia Rios	09-25-14	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 9/18/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 161

REQUESTED POSITION TITLE: Adm. Assistant III
(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: \$ n/a Current Budgeted Salary \$ 30,000.00 Proposed Budgeted Salary \$ 30,000.00 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 deletion of slots #15 and #23.

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 a review of tax office staff, a greater need for an Adm. Asst III exists at this time to perform complex administrative duties.

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.

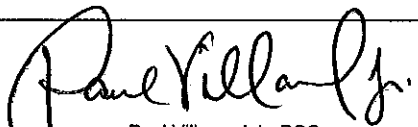

n/a

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

To be funded from deletion of Slots #15 and #23.

HUMAN RESOURCES: Classification and Salary Recommendation

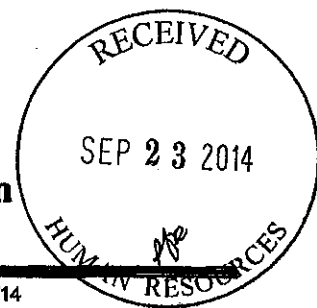
BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-----------|-----------------------------------|---|-----------------------------|
| 1. | 
Paul Villarreal Jr. PCC | 9/18/2014 | | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
Esther A. Cortez by Supplication | 09.25.14 | | | |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | | | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | | | | | |
| | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 9/18/14

CURRENT POSITION TITLE: Inventory Specialist I

CURRENT SLOT. #: 72

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Increase Auto Allowance

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

POSITION SALARY REQUEST:

Salary Amount: \$	25,993.00+auto\$2,250.00	\$	25,993.00+auto\$4,721.00	\$	2,471.00
	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 To be funded from deletion of slots #15 and #23.

POSITION Type:

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

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)

Assigned additional responsibilities and travel due to HB 2305, Single Registration Inspection Sticker, Administrative Rules adopted 3/1/2014,
plus additional duties due to Inter-Local Scofflaw Agreements with Cities and for County JP's, County Clerk.

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

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


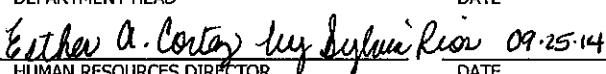
Additional responsibilities and travel due to HB 2305.

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

To be funded from deletion of Slots #15 and #23.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-----------|------|-----------------------------------|---|
| 1. | 
Paul Villarreal Jr. PCC | 9/18/2014 | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
Esther A. Cortez by Sylvia Rios | 09-25-14 | DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | | DATE | | |