

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.

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. PCC 9/18/2014
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

2. Cather A. Cortez by Sylvia Rice 09-25-14
HUMAN RESOURCES DIRECTOR DATE

PERSONNEL PROCEDURES COMPLETED YES NO

3. _____
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

DATE: 9/18/14

CURRENT POSITION TITLE: Deputy Clerk II

CURRENT SLOT. #: 23

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

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: \$ 36,020.00 + AUTO-\$750 \$ 0.0 \$ (36,020.00 + AUTO-\$750)
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

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)

Slot currently vacant, will delete in order to create parity for Accountant IV's within the Tax Office and Motor Vehicle Departments and to create an Adm. Asst III position which this Office is in greater need of at this time.

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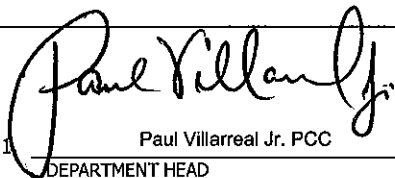
n/a

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


Paul Villarreal Jr. PCC
DEPARTMENT HEAD

9/18/2014

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
ESTHER A. CORTAZ
HUMAN RESOURCES DIRECTOR

09-25-14
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. _____
DEPARTMENT OF BUDGET & MANAGEMENT

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS COURT APPROVAL

DATE