



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/20/14

CURRENT POSITION TITLE: Accountant III

CURRENT SLOT. #: 14

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: \$ 44,583.00 Current Budgeted Salary \$ ϕ Proposed Budgeted Salary \$ (44,583.00) 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	<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, position is no longer needed in this capacity.

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.

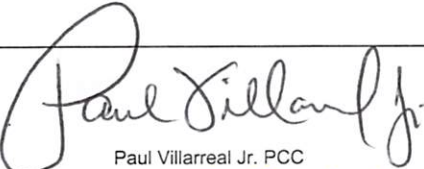


n/a

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. PCC DEPARTMENT HEAD	9/20/2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Estela A. Caty /mg HUMAN RESOURCES DIRECTOR	11/3/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE: Bookkeeper *1 UNB*

CURRENT SLOT. #: 38

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: \$ 31,045.00 Current Budgeted Salary \$ φ Proposed Budgeted Salary \$ (31,045.00) 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.)
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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)

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.

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.

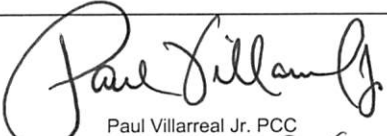


n/a

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. PCC DEPARTMENT HEAD	10/30/2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 ESTHER A. CRUZ HUMAN RESOURCES DIRECTOR	11-3-14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE: Deputy Clerk I

CURRENT SLOT. #: 96

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: \$ 26,014.00 \$ ϕ \$ (26,014.00)
 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 (NO BUDGET IMPACT)

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)

After review of Department's needs, position no longer needed in this capacity. Slot currently vacant.

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.

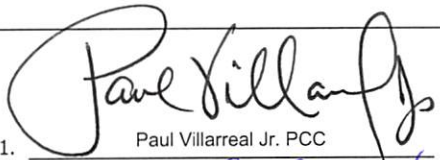


n/a

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. PCC DEPARTMENT HEAD	10/30/2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 ESTELA C. CORTAZ HUMAN RESOURCES DIRECTOR	11/3/14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE: Deputy Clerk I

CURRENT SLOT. #: 106

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: \$ - 26,173.00 *ML* - \$ 0 *φ* = \$ (26,173.00) *ML*
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 _____
 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 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.

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.

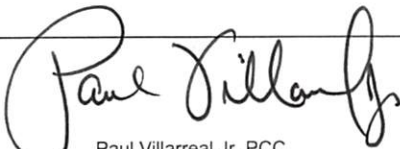


n/a

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. PCC
DEPARTMENT HEAD | 10/30/2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
Esthela A. Cofre
HUMAN RESOURCES DIRECTOR | 11-3-14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | NOV 05 2014
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/20/14

CURRENT POSITION TITLE: Clerk II

CURRENT SLOT. #: 154

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: \$ 20,250.00 Current Budgeted Salary \$ ϕ Proposed 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 (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	<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, position is no longer needed in this capacity.

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.

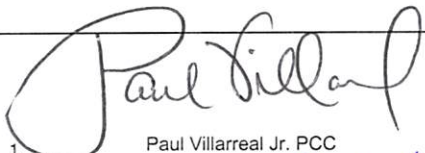
n/a

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


Paul Villarreal Jr. PCC

9/20/2014

1. DEPARTMENT HEAD

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. 
HUMAN RESOURCES DIRECTOR

DATE
11-3-14

PERSONNEL PROCEDURES COMPLETED

YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

NOV 05 2014
DATE

BUDGET PROCEDURES COMPLETED

YES 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.

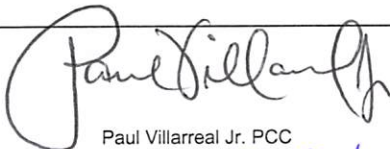
n/a

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

No Budget Impact - to be funded from deletion of Slot #14 and #154.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation


Paul Villarreal Jr. PCC

9/20/2014

1. DEPARTMENT HEAD

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. DEPARTMENT OF BUDGET & MANAGEMENT

NOV 05 2014

DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/20/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 163

REQUESTED POSITION TITLE: Deputy Clerk II
(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: \$ 0.0 \$ 30,000.00 \$ 30,000.00
 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 with current office budget.

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: 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 greater need for a Deputy Clerk II exists at this time to assist with moderately complex clerical work.

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.

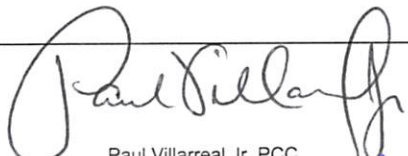
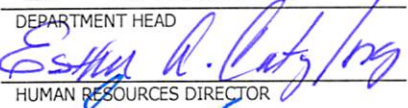

n/a

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

No Budget Impact - to be funded from deletion of Slot #14 and #154.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	9/20/2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 ESTHER A. LOPEZ HUMAN RESOURCES DIRECTOR	11-3-14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 164

REQUESTED POSITION TITLE: Deputy Clerk II
(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: \$ 0.0 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 (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.)
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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)

After review of Department's needs, a greater need for this position exists to assist with moderately complex clerical work.

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.

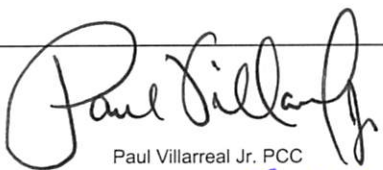


n/a

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

No budget impact, to be funded with current office budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | |
|----|---|---------------------|-----------------------------------|---|
| 1. | 
Paul Villarreal Jr. PCC
DEPARTMENT HEAD | 10/30/2014
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
ESTHER A. CATYHG
HUMAN RESOURCES DIRECTOR | 11-3-14
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | NOV 05 2014
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 165

REQUESTED POSITION TITLE: Adm. Asst 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: \$ 0.0 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 (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:

<u>Start Date</u>	<u>End Date</u>	<u>Working Days & Hours</u>	<u>Hours Per Week</u>	<u>Duration (2 weeks, 3 months, etc.)</u>
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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)

After review of Department's needs, a greater need for this position exists to assist with complex administrative support or technical program assistance work.

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, to be funded with current office budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	10/30/2014 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Evelyn A. Caty /mg HUMAN RESOURCES DIRECTOR	11.3.14 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED
OCT 31 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: Tax Office #140

DATE: 10/30/14

CURRENT POSITION TITLE:

CURRENT SLOT. #: 166

REQUESTED POSITION TITLE: Data Entry Clerk II
(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: \$ 0.0 Current Budgeted Salary \$ 21,906.00 Proposed Budgeted Salary \$ 21,906.00 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 _____
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: 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 greater need for this position exists to assist with routine data entry work involving entering data and maintaining files and documentation.

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, to be funded with current office budget.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal Jr, PCC	10/30/14		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Estelita Cortez	11.3.14		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	NOV 05 2014		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		