

Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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

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

Funded through special revenue account #1246.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
Paul Villarreal J.r

DEPARTMENT HEAD

11/24/14

Date

FUNDING AVAILABLE IN DEPT. BUDGET

YES

NO

2. 
Esthela C. Cortez
HUMAN RESOURCES DIRECTOR

2/12/15

Date

PERSONNEL PROCEDURES COMPLETED

YES

NO

3. _____
DEPARTMENT OF BUDGET & MANAGEMENT

Date

BUDGET PROCEDURES COMPLETED

YES

NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date

No budget impact. Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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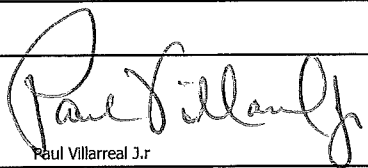

n/a

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 Paul Villarreal J.r. DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 E. Escobar HUMAN RESOURCES DIRECTOR	3/12/15 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
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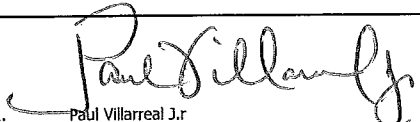

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1.	 Paul Villarreal Jr. DEPARTMENT HEAD	11-24-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Estela A. Cortez HUMAN RESOURCES DIRECTOR	3/2/15 Date	PERSONNEL PROCEDURES COMPLETED	<input 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
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HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
NOV 24 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: TAX OFFICE DATE: 11/21/2014
CURRENT POSITION TITLE: Mgr-Assessing Section CURRENT SLOT #: 140-001-0006 (Tax Office)
140-003-0004 (Special Vehicle Invent)
REQUESTED POSITION TITLE: Mgr-Assessing Section

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other ADD COST ALLOCATION

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

POSITION SALARY REQUEST:

Salary Amount (Tax Office 140-001):

\$ 56,162.00 Current G&S/ Budgeted Salary \$ 56,162.00 Proposed G&S/ Budgeted Salary \$ 0.00 Net Change

Salary Amount (Tax Office/Special Inventory 140-003):

\$ 0.00 Current G&S/ Budgeted Salary \$ 3,000.00 Proposed G&S/ Budgeted Salary \$ 3,000.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Tax Office/Special Vehicle Inventory Funds (1246)

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)

Additional responsibilities administering the auditing, preparation of financial accounting balance sheets, etc., of the Special Inventory Pre-Payment Program.

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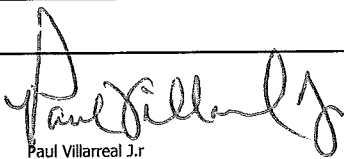

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

<p>1. <u></u> Paul Villarreal J.r DEPARTMENT HEAD</p>	<p><u>11-24-14</u> Date</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>2. <u></u> Estelita O. Celaya HUMAN RESOURCES DIRECTOR</p>	<p><u>3/12/15</u> Date</p>	<p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>3. _____ DEPARTMENT OF BUDGET & MANAGEMENT</p>	<p>_____ Date</p>	<p>BUDGET PROCEDURES COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>4. _____ COMMISSIONERS' COURT APPROVAL</p>	<p>_____ Date</p>		

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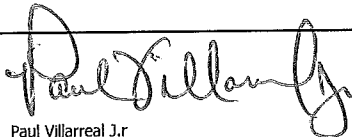
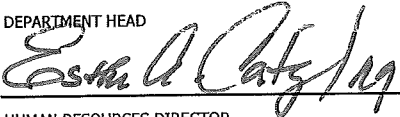
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2.	 Estela A. Caty HUMAN RESOURCES DIRECTOR	<u>3/21/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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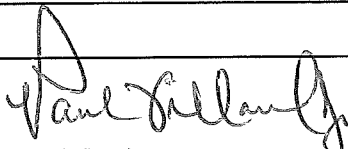
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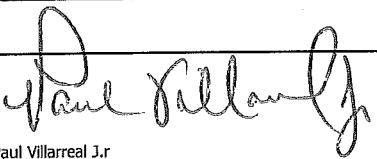

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2.	 Emma Q. Cortez/nq HUMAN RESOURCES DIRECTOR	<u>3/24/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Pre-Payment Programl. No budget impact. Funds available pursuant to Section 23.12(23.122 (p) of the Texas Property Tax Code.

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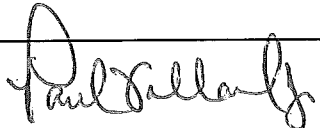
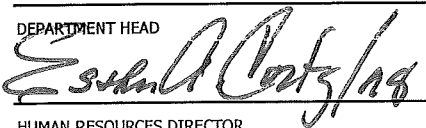
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2.	 Susan Cortez HUMAN RESOURCES DIRECTOR	<u>3/4/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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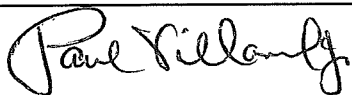
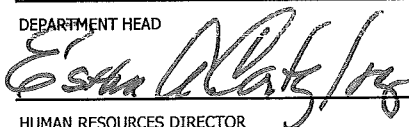
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2.	 Esma Alkhatib HUMAN RESOURCES DIRECTOR	<u>3/24/15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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