



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office (140-001)

DATE: 7/13/2015

CURRENT POSITION TITLE: Accounts Report Specialist

CURRENT SLOT #: 0007

REQUESTED POSITION TITLE: *Accounts Report Specialist*

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Add Auto Allowance

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 54,349.00    \$ 54,349.00    \$ 0.00  
Current G&S/ Budgeted Salary    Proposed G&S/ Budgeted Salary    Net Change

Supplement Interpreter Pay:

\$ 1,500.00    \$ 4,500.00 Hr    \$ 3,000.00 Hr  
Current G&S/ Budgeted Allowance    Proposed G&S/ Budgeted Allowance    Net Change  
*(Note: 3,000.00 crossed out and 1,500.00 crossed out)*

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 NO BUDGET IMPACT - using funds from positions deleted to fund this allowance

**POSITION TYPE:**

Full Time Employee Object 113     Part Time Temporary Object 114    \$ \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee 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.)
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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 a careful review of Tax Office Staff, requesting to give Acct's Report Specialist Auto Allowance as he will be assuming traveling duties between the 5 sub-stations to deliver supplies, install hardware or software to computers, to administer progressive discipline, etc. (as needed).

**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.


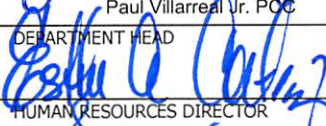

Will be required to travel to the 5 Sub-Stations to deliver supplies, install hardware or software to computers, to administer progressive discipline, etc, as needed.

**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. POC DEPARTMENT HEAD	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/15</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY, TEXAS

## Auto Allowance Authorization Form

Department Name/Number: #140 Date: 7/13/15

Position Title: Acct's Report Special. Position Slot No. : #7

Position Status:  Vacant  Current

*If position status is vacant go to Justification for Auto Allowance Section*

Employee Name: Rodolfo Employee Number: #083984

Employee Driver License No.: #15621102

Auto Allowance Amount Request: \$3,000.00

Auto Allowance to be funded from one of the following:

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  Other

### VEHICLE INFORMATION

Year, Make, & Model: 10±4 Nissan Versa Ins. Policy Number: #829767405

VIN Registration No. : 3N1CN7AP7EL819054 Policy Holder's Name: Rodolfo and Linda Flores

License Plate No. : CBX 8501 Ins. Coverage Date: 1/24/15 to 7/24/15

\*Vehicle Insurance Provider: AllState Ins. Verified By: NChavana

\*Employee should provide copy of current vehicle liability insurance policy and driver license to their respective department and to the Safety Division.

### JUSTIFICATION FOR AUTO ALLOWANCE

In the space provided below, please justify why the auto allowance is needed, in lieu of receiving the IRS current mileage reimbursement rate for In-County business use of personal vehicle.

[Signature]  
Employee Signature

7-13-15  
Date

*By signing this Auto Allowance Authorization Form, I understand that I will not be eligible to receive mileage reimbursement for using my personal vehicle for In-County business travel. I further understand that the Auto Allowance provided to me is subject to all applicable federal and state income taxes and will be included in my bi-weekly or semi-monthly paycheck (as applicable). The Auto Allowance amount is subject to change, upon Commissioners Court approval.*

[Signature]  
Department Head/Elected Official

7-13-15  
Date

Funding Available in Dept. Budget  YES  NO


**Texas** USA TX  
**DRIVER LICENSE**

*Scott C. McLean* DIRECTOR

4d DL **15621102** 9 Class **C**  
 4a Iss **01/07/2015** 4b Exp **09/11/2020**  
 3 DOB **09/11/1976**  
 1 FLORES  
 2 RODOLFO

8 712 N. ALTEZA DR.  
 EDINBURG TX 78541-0000

12 Restrictions **A** 9a End **NONE**  
 16 Hgt **6-01** 15 Sex **M** 18 Eyes **BRO**  
 5 DD 00619580012027818573



*Rodolfo Flores*

**TEXAS LIABILITY INSURANCE CARD** **Allstate.**

Allstate Fire and Casualty Insurance Company

**Rodolfo and Linda E Flores**  
 712 N Alteza Dr  
 Edinburg TX 78541-2008

AGENT NAME/PHONE  
**Xavier Pena Ins Inc**  
**(956) 387-0107**

POLICY NUMBER  
**829 767 405**

EFFECTIVE DATE  
**01/24/15**

EXPIRATION DATE  
**07/24/15**

YEAR / MAKE / MODEL  
**2014 Nissan Versa**

VEHICLE ID NUMBER  
**3N1CN7AP7EL819054**

INSURED DRIVERS  
**Rodolfo, Linda**

**IF YOU HAVE QUESTIONS, CALL 1-800-255-7828**

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicles and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** Tax Office #140

**DATE:** July 13, 2015

**CURRENT POSITION TITLE:** Deputy Clerk II

**CURRENT SLOT. #:** 31

**REQUESTED POSITION TITLE:** Adm. Asst III  
**(For new positions or reclassifications)**

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Re-Classification

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 34,589.00/ \$750-Auto    \$ 38,000.00/ \$750-Auto    \$ \$3,411.00  
    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 \_\_\_\_\_

**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)

Re-Classifying current position to staff new Elsa Sub-Station.

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**NEW POSITION:** Brief job description and attach a copy of the new job description.

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

See attached.

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

See attached.

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

Re-classifying - will supervise new Elsa Office.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u>Paul Villarreal Jr. PCC</u> DEPARTMENT HEAD	<u>7/13/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Elsa A. Cabello</u> HUMAN RESOURCES DIRECTOR	<u>7/14/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/15</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.

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

See attached.

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


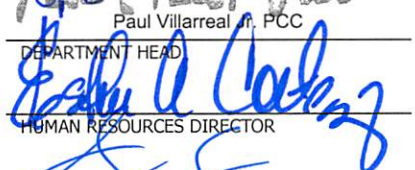

See attached.

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

Re-classifying - will be assigned to new Elsa Office.

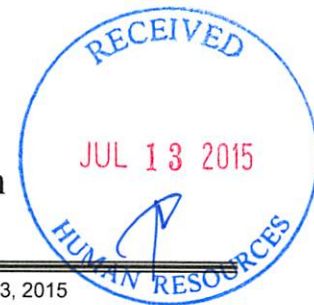
**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr, PCC	7/13/19	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	 Estela A. Cook	7/14/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/20/2015	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** Tax Office #140

**DATE:** July 13, 2015

**CURRENT POSITION TITLE:** Deputy Clerk I

**CURRENT SLOT. #:** 69

**REQUESTED POSITION TITLE:** Deputy Clerk II  
**(For new positions or reclassifications)**

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Re-Classification

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 26,014.00      \$ 30,000.00      \$ \$3,986.00  
    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 \_\_\_\_\_

**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       FLSA: Exempt   
 Non-Exempt       Non-Exempt   
 N/A

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

Re-Classifying current position to staff new Elsa Sub-Station.

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**NEW POSITION:** Brief job description and attach a copy of the new job description.

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

See attached.

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


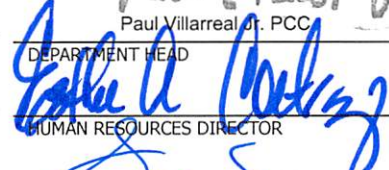

See attached.

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

Re-classifying - will be assigned to new Elsa Office.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC	DATE	7/13/15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE	7/14/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE	7/20/2015	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.

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

See attached.

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

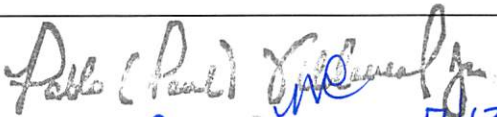
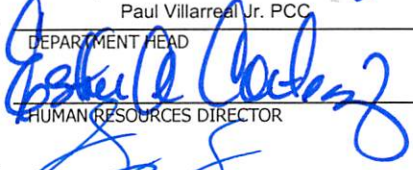

See attached.

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

Re-classifying - will be assigned to new Elsa Office.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 Paul Villarreal Jr. PCC DEPARTMENT HEAD	DATE 7/13/15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE 7/14/2015	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE 7/20/2015	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)

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 Villareal Jr.*

1. Paul Villareal Jr. PCC  
DEPARTMENT HEAD

*7-13-15*  
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. *Estelita Chikley*  
HUMAN RESOURCES DIRECTOR

*7/16/2015*  
DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. *[Signature]*  
DEPARTMENT OF BUDGET & MANAGEMENT

*7/20/2015*  
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.

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.


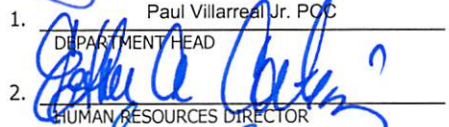

n/a

**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. POC DEPARTMENT HEAD	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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

DATE: July 13, 2015

CURRENT POSITION TITLE: Budget Clerk II

CURRENT SLOT #: 175

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: \$ 32,620.00 ~~41,500~~ <sup>DT</sup>     
 Current Budgeted Salary     
 \$ 0.0     
 Proposed Budgeted Salary     
 \$ ~~(32,620.00)~~ <sup>DT</sup>     
 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:      FLSA:  
 Exempt       Exempt   
 Non-Exempt       Non-Exempt   
 N/A

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

After a careful review of Tax Office Staff, requesting to delete this position in order to create positions the Tax Office is in greater need of at this time.

**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.

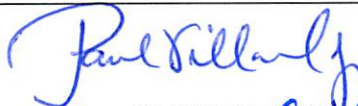
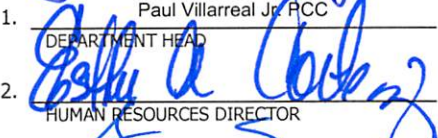

n/a

**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. RCC DEPARTMENT HEAD	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Estela A. Cobos HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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)

n/a

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


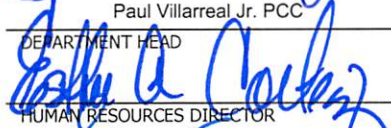

n/a

**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	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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)

n/a

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


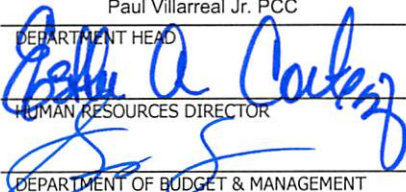

n/a

**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	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 Beth A. Cooney HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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

DATE: July 13, 2015

CURRENT POSITION TITLE:

CURRENT SLOT #: 181, 182

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: \$ 21,000 Current Budgeted Salary     \$ 20,235.00 Proposed Budgeted Salary     \$ 40,470 Net Change

*DT 21,000 x 2 = \$42,016.00*

*DT 20,235.00 x 2 = 40,470*

*\$42,016.00 DT*

*40,470.00 dmc.*

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other NO BUDGET IMPACT-using funds from positions deleted to create positions needed.

**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 a careful review of Tax Office Staff, requesting to create (from deleted ones) this position the Tax Office is in greater need of at this time.

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**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.	<u>Paul Villarreal Jr. PCC</u> DEPARTMENT HEAD	<u>7-13-15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cochran</u> HUMAN RESOURCES DIRECTOR	<u>7/16/2015</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>7/20/2015</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

**DATE:** July 13, 2015

**CURRENT POSITION TITLE:**

**CURRENT SLOT. #:** 183

**REQUESTED POSITION TITLE:** Deputy Clerk II  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other \_\_\_\_\_

\*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 \_\_\_\_\_

**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)

Position to staff new Elsa Sub-Station.

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**NEW POSITION:** Brief job description and attach a copy of the new job description.

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

See attached.

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

See attached.

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

Re-classifying - will be assigned to new Elsa Office.

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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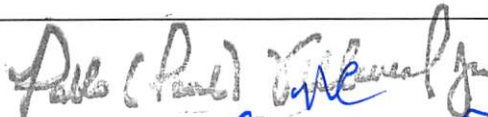
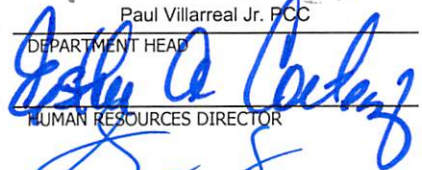

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 Paul Villarreal Jr. FCC DEPARTMENT HEAD	DATE <u>7/13/15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 ESTEBAN A. CORTES HUMAN RESOURCES DIRECTOR	DATE <u>7/14/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	DATE <u>7/20/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

# HIDALGO COUNTY

## DEPUTY CLERK II

### GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashing. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Processes the more difficult requests for information or documents; searches files to obtain the needed information.

Accepts and processes legal documents, collects fees, and files papers

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Proofreads records and conducts research as needed

May train others

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Graduation from a high school or equivalent (GED)

Typing courses, plus a minimum of two (2) years of progressively responsible experience in clerical functions of the governmental system

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### Certificates, Licenses, & Registration

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Skill in the operation of office equipment

Ability to maintain files and records, to communicate effectively, and to train others

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally

required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# HIDALGO COUNTY

## **ADMINISTRATIVE ASSISTANT III**

### **GENERAL DESCRIPTION**

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of experience in administrative support work.

Graduation from a junior college with an Associate's degree in administrative support

Two (2) years of experience may be substituted for one (1) year of education

### **Knowledge, Skills, and Abilities**

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness

Ability to interpret rules, regulations, policies, and procedures

Ability to communicate effectively

Ability to train others

Ability to supervise the work of others

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an

employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# HIDALGO COUNTY

## DEPUTY CLERK I

### GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail.

Ability to work well with others

Regular attendance is a must

Performs related duties as required

### GENERAL QUALIFICATION GUIDELINES

#### Experience and Education

Graduation from a high school or equivalent (GED), plus one (1) year of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

**Certificates, Licenses, & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

**Knowledge, Skills, and Abilities**

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals

Ability to fill out reports, answer routing correspondence and speak effectively to the public

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

# **HIDALGO COUNTY TAX OFFICE**

## **DATA ENTRY CLERK II**

### **GENERAL DESCRIPTION**

Performs routine data entry work. Work involves entering data and maintaining files and documentation; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs data entry and verification of data files

Transcribes source documents to machine-acceptable formats

Prepares formatting programs for most applications and corrects entry errors

Advises others on work procedures

May verify data entered by others

May operate control stations, tape drives, disk drives, or consoles

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

One to two (1-2) years experience in data entry work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

#### **Knowledge, Skills, and Abilities**

Knowledge of data entry equipment and of office practices and procedures

Ability to detect and resolve error conditions and to select and transcribe data

Type 45 wpm

Good organizational skills and attention to detail

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's

- safety regulations

