



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Tax Office (140)

DATE: 8/13/2015

CURRENT POSITION TITLE: MANAGER, TAX COLLECTIONS SECTION

CURRENT SLOT #: 140-001-003 / 140-003-002

REQUESTED POSITION TITLE: PROPERTY TAX MANAGER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Change Position Title

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

POSITION SALARY REQUEST:

Tax Office Fund Account - 1100-415-15-140-001-0

Salary Amount:

\$	<u>65,507.00</u>	\$	<u>65,507.00</u>	\$	<u>0.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Tax Office Fund Account - 1100-415-15-140-001-0

Auto Allowance:

\$	<u>2,800.00</u>	\$	<u>2,800.00</u>	\$	<u>0.00</u>
	Current Allowance Amount		Proposed Allowance Amount		Net Change

Special Vehicle Inventory 1246-415-15-140-003-

Salary Amount:

\$	<u>3,000.00</u>	\$	<u>3,000.00</u>	\$	<u>0.00</u>
	Current G&S/ Budgeted Salary <i>Allowance Amount</i>		Proposed G&S/ Budgeted Salary <i>Allowance Amount</i>		Net Change

Full Time Employee
Object 113

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 FLSA: Exempt

Non-Exempt Non-Exempt

N/A

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

Title is being updated in order to keep same standard as other County Tax Offices statewide. For many years, this office had 1 Tax Assessing Manager and 1 Tax Collection Manager. Job duties will remain the same and the Tax Division will only have 1 Manager.

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)

No change in duties


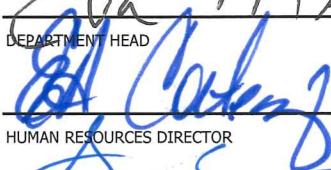

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

1.		<u>8-14-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>8/2/15</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>9/3/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			