

HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Tax Office (140)

DATE: 10/21/2015

CURRENT POSITION TITLE: Property Tax Manager

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

REQUESTED POSITION TITLE: Property Tax Manager

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Delete Supplement Pay

* 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:

Supplement

\$ <u>3,000.00</u>	\$ <u>0.00</u>	\$ <u>(3,000.00)</u>
Current G&S/Budgeted Supplement	Proposed G&S/Budgeted Supplement	Net Change

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	<input type="checkbox"/>	FLSA: Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

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

Supplemental pay no longer required on slot.I

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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Patricia (Paul) Villaverde</u>	<u>JE</u>		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<u>10-21-15</u>		
2.	<u>Allen Velazquez</u>		PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		
		<u>11/3/2015</u>		
3.	<u>[Signature]</u>		BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE		
		<u>11/5/2015</u>		
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)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Patricia (Pam) Villaverde</u>	<u>JE</u>			
	DEPARTMENT HEAD	DATE	<u>10-21-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Shirley Dole</u>	DATE	<u>11/03/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u>	DATE	<u>11/5/2015</u>	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: 10/21/2015

CURRENT POSITION TITLE: DEPUTY CLERK III

CURRENT SLOT #: 140-001-018 / 140-003-010

REQUESTED POSITION TITLE: DEPUTY CLERK III

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:

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

Salary Amount:

\$	<u>40,347.00</u>	\$	<u>40,347.00</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>1,500.00</u>	\$	<u>1,500.00</u>	\$	<u>0.00</u>
	Current Allowance Amount		Proposed Allowance Amount		Net Change

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

Supplement Amount:

\$	<u>0.00</u>	\$	<u>3,000.00</u>	\$	<u>3,000.00</u>
	Current G&S/ Supp. Salary		Proposed G&S/ Supp. Salary		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.)

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)

Additional responsibilities training and auditing for the Special Inventory Pre-Payment Program.

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)

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

Supplement is currently budgeted but unassigned.

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

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|----|--|--------------------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Fallo (Paul) Villaverde</i></u>
DEPARTMENT HEAD | <u>JE</u>
<u>10-21-15</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Alma Delgado</i></u>
HUMAN RESOURCES DIRECTOR | <u>11/03/2015</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>AS</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>11/5/2015</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office (140)

DATE: 10/21/2015

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III

CURRENT SLOT #: 140-001-171 / 140-003-011

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

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:

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

Salary Amount:

\$ <u>34,000.00</u>	\$ <u>34,000.00</u>	\$ <u>0.00</u>
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

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

Supplement Amount:

\$ <u>0.00</u>	\$ <u>3,000.00</u>	\$ <u>3,000.00</u>
Current G&S/ Supp. Salary	Proposed G&S/ Supp. Salary	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)

Additional responsibilities assisting with daily operations for the Special Inventory Pre-Payment Program.

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)

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

Supplement is currently budgeted but unassigned.

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

1.	<u>Pablo (Paul) Villaverde Jr</u> ^{JE}	<u>10-21-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	<u>[Signature]</u>	<u>11/03/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.	<u>[Signature]</u>	<u>11/5/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office (140)

DATE: 10/21/2015

CURRENT POSITION TITLE: BOOKKEEPER II

CURRENT SLOT #: 140-001-025 / 140-003-012

REQUESTED POSITION TITLE: BOOKKEEPER II

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:

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

Salary Amount:

\$ <u>33,917.00</u>	\$ <u>33,917.00</u>	\$ <u>0.00</u>
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

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

Supplement Amount:

\$ <u>0.00</u>	\$ <u>3,000.00</u>	\$ <u>3,000.00</u>
Current G&S/ Supp. Salary	Proposed G&S/ Supp. Salary	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)

Additional responsibilities assisting with daily operations for the Special Inventory Pre-Payment Program.

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)

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




Supplement is currently budgeted but unassigned.

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

1.	 DEPARTMENT HEAD	^{JF} 10-21-15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	11/03/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	11/05/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office (140)

DATE: 10/21/2015

CURRENT POSITION TITLE: ACCOUNTANT IV

CURRENT SLOT #: 140-001-160 / 140-003-013

REQUESTED POSITION TITLE: ACCOUNTANT IV

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:

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

Salary Amount:

\$ <u>52,002.00</u>	\$ <u>52,002.00</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>1,500.00</u>	\$ <u>1,500.00</u>	\$ <u>0.00</u>
Current Allowance Amount	Proposed Allowance Amount	Net Change

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

Salary Amount:

Supplement

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

Supplement *Supplement*

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	<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)

Additional responsibilities assisting with auditing and preparing financial accounting balance sheets and bank reconciliations for the Special Inventory Pre-Payment Program.

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)

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

Funded through Special Revenue Fund #1246

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

1.	<u><i>Felix (Paul) Villaverde Jr</i></u> ^{JF}	<u>10-21-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	<u><i>Steve Dreyfus</i></u>	<u>11/03/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.	<u><i>[Signature]</i></u>	<u>11/5/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			