



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Hidalgo County Clerk 180

DATE: 10/23/2015

CURRENT POSITION TITLE: Internal Auditor III

CURRENT SLOT. #: 001-0005

REQUESTED POSITION TITLE: Internal Auditor III  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*

Other Salary Adjustment (Decrease) Adjust Budgeted Salary

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 52,071.00 Current Budgeted Salary    \$ 50,000.00 Proposed Budgeted Salary    \$ -2,071.00 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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	FLSA: Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

Vacant supervisor's position - establishing parity for all department supervisors within County Clerk's Office

**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)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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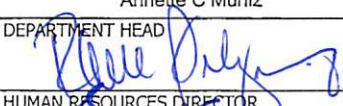
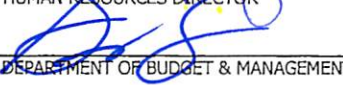
**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|---|------------|-----------------------------------|---|-----------------------------|
| 1. | Annette C Muniz   | 10/23/2015 |                                   |   |                             |
|    | DEPARTMENT HEAD   | DATE       | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  | 11/03/2015 |                                   |   |                             |
|    | HUMAN RESOURCES DIRECTOR  | DATE       | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  | 11/5/2015  |                                   |   |                             |
|    | DEPARTMENT OF BUDGET & MANAGEMENT   | 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:** Hidalgo County Clerk's Office 180 **DATE:** 10/23/2015  
**CURRENT POSITION TITLE:** Deputy County Clerk I **CURRENT SLOT. #:** 001-0027

**REQUESTED POSITION TITLE:** N/A  
 (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: \$ 28,840.00 Current Budgeted Salary    \$ Ø Proposed Budgeted Salary    \$ -28,840.00 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:**  
 Exempt     FLSA: Exempt   
 Non-Exempt     Non-Exempt   
 N/A

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

Delete Position  
 \_\_\_\_\_  
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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)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	 Annette C. Muriz / Chief Deputy DEPARTMENT HEAD	10/23/2015 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	11/5/2015 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:** Hidalgo County Clerk's Office 180 **DATE:** 10/23/2015  
**CURRENT POSITION TITLE:** N/A **CURRENT SLOT. #:** 001-0076  
**REQUESTED POSITION TITLE:** Administrative Assistant II  
 (For new positions or reclassifications)

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other ~~Delete~~ Do

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0 Current Budgeted Salary    \$ 30,911.00 Proposed Budgeted Salary    \$ 30,911.00 Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other From deleted position 001-0027 & reduction in salary 001-0005 (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: Exempt  Non-Exempt  N/A   
 FLSA: Exempt  Non-Exempt

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

Position will provide assistance to Chief Deputy and Office Manager by providing data for daily, monthly and yearly reports.  
 Assistant can and will assist other departments as needed and assigned by Chief Deputy and Office Manager.  
 Will be responsible for County Clerk's website updates as needed

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

Position will provide assistance to Chief Deputy and Office Manager by providing data for daily, monthly and yearly reports.

Assistant can and will assist other departments as needed and assigned by Chief Deputy and Office Manager.

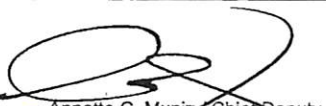
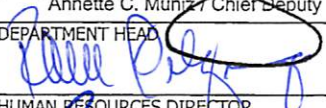
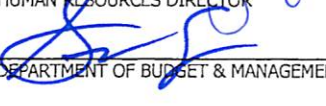
Will be responsible for County Clerk's website updates as needed

**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)

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 Annette C. Muniz / Chief Deputy DEPARTMENT HEAD	10/23/2015 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
4.	COMMISSIONERS COURT APPROVAL	DATE			