

# 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.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE:

Exempt  FLSA: Exempt

Non-Exempt  Non-Exempt

N/A

**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>Paul (Paul) Villaverde Jr</u>	<u>JE AC</u> <u>12-10-15</u>		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Ally Delyon</u>	<u>11/3/2015</u>		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>DS</u>	<u>11/5/2015</u>		
	DEPARTMENT OF BUDGET & MANAGEMENT	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)

**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> DEPARTMENT HEAD	<u>JE/c</u> <u>12-10-15</u> <del>10-21-15</del>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Paula Delgado</u> HUMAN RESOURCES DIRECTOR	<u>11/03/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>11/5/2015</u>	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: 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 Supplement Pay DT  
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:

\$ 40,347.00    \$ 40,347.00    \$ 0.00  
Current G&S/ Budgeted Salary    Proposed G&S/ Budgeted Salary    Net Change

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

Auto Allowance:

\$ 1,500.00    \$ 1,500.00    \$ 0.00  
Current Allowance Amount    Proposed Allowance Amount    Net Change

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

Supplement Amount:

\$ 0.00    \$ 3,000.00    \$ 3,000.00  
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        FLSA:    Exempt      
Non-Exempt        Non-Exempt      
N/A

**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

1.	<u><i>Felso (Paul) Villaverde Jr</i></u> DEPARTMENT HEAD	<u><i>JE PC 12-10-15 10-21-15</i></u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Alvin Pilepinis</i></u> HUMAN RESOURCES DIRECTOR	<u><i>11/03/2015</i></u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u><i>11/5/2015</i></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: BOOKKEEPER II

CURRENT SLOT #: 140-001-025 / 140-003-012 <sup>11</sup> OT

REQUESTED POSITION TITLE: BOOKKEEPER II

**REQUEST FOR:**

New Position    
  Temporary Position    
  Position Reclassification\*    
  Other Supplement Pay OT  
 ADD GOST 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.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE:     FLSA:

Exempt          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>Paul Tillman</u> DEPARTMENT HEAD	Date: <u>10-21-15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	Date: <u>11/03/2015</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	Date: <u>4/5/2015</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

AC  
12-10-15