

HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Tax Office (140) *(004) Scofflaw Program DT* DATE: 3/29/2016

CURRENT POSITION TITLE: SCOFFLAW COMPLIANCE SPECIALIST CURRENT SLOT #: 140-004-003

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Salary adjustment/Adding Auto Allowance *DT (decrease)*

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

POSITION SALARY REQUEST:

Tax Office Fund Account - 1100-415-15-140-004-0

Salary Amount:

\$ <u>40,000.00</u>	\$ <u>38,500.00</u>	\$ <u>(1,500.00)</u>
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Tax Office Fund Account - 1100-415-15-140-001-0 *4 DT*

Auto Allowance:

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

Salary Amount:

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

Full Time Employee Part Time Temporary \$ _____
 Object 113 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: FLSA:

Exempt <input type="checkbox"/>	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)

Adding auto allowance to position

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 Scofflaw Program (Program #4)

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

No budget impact

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|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>3-29-14</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>4/01/2016</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4/1/2016</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: 4/1/2016

CURRENT POSITION TITLE: DEPUTY CLERK III

CURRENT SLOT #: 140-001-139

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other ADDING AUTO ALLOWANCE

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

POSITION SALARY REQUEST:

Tax Office Fund Account - ~~1100-415-15-140-004-0~~ ^{001 2m}

Salary Amount:

\$ 36,453.00 \$ 36,453.00 \$ 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:

\$ 0.00 \$ 1,500.00 \$ 1,500.00
Current Allowance Amount Proposed Allowance Amount 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)

Weslaco Supervisor (Slot 12) moved to Elsa when new office opened. New Weslaco Supervisor (Slot 139) does not have allowance and does travel.

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

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

Weslaco Supervisor (Slot 12) moved to Elsa when new office opened. New Weslaco Supervisor (Slot 139) does not have allowance and does travel.

HUMAN RESOURCES: Classification and Salary Recommendation

No budget impact

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Budget increase of \$1500. Allowance for Supervisor slot at new Elsa Office was not funded in 2015.

1.	 DEPARTMENT HEAD	JE 4-1-16 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	4/1/2016 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/1/2016 Date	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO