



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Tax Office (140-001)

DATE: 4/29/2016

CURRENT POSITION TITLE: ACCOUNTANT II

CURRENT SLOT #: 140-001-162

REQUESTED POSITION TITLE:

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other Salary Adj / Add Auto Allowance

\* 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>37,080.00</u>	\$ <u>35,580.00</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**

Auto Allowance:

\$ <u>0.00</u>	\$ <u>1,500.00</u>	\$ <u>1,500.00</u>
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  Non-Exempt  N/A   
FLSA: Exempt  Non-Exempt

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

Vacant slot being transferred from Property Tax Division to Motor Vehicle Division. New Accountant II duties will require some travel. Adjusting slot to include auto allowance.

**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)

Vacant slot being transferred from Property Tax Division to Motor Vehicle Division. New Accountant II duties will require some travel. Adjusting slot to include auto allowance.

**HUMAN RESOURCES:** Classification and Salary Recommendation

No budget impact

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

No budget impact

1.	 DEPARTMENT HEAD	<u>4-29-16</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>4/29/2016</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/6/2016</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO