



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 08/02/2016 CURRENT POSITION TITLE: _____
 DEPARTMENT NAME: TAX OFFICE CURRENT SLOT NO.: D185 (Proposed) PR
 DEPARTMENT NO.: 140-001 PR REQUESTED POSITION TITLE: DEPUTY CLERK II

REQUEST FOR: New Position Temporary Position Position Reclassification* Other _____

SALARY REQUEST: \$ 0.00 \$ 31,494.00 \$ 31,494.00
Current Grade & Step Budgeted Salary Proposed Grade & Step Budgeted Salary Net Change

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary			Hourly Rate	
Annual Salary / 2080 hrs per year = Hourly Rate				

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*
Inventory Specialist I position no longer meets requirements. Creating Deputy Clerk II position.

* **POSITION RECLASSIFICATION COMMENTS:** *(Attach completed Reclassification Analysis Form and additional pages if needed)*

 Department Head
Renee Puleo
 Department of Human Resources
[Signature]
 Department of Budget & Management

08/02/2016
 Date
8/05/2016
 Date
8/18/2016
 Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 08/02/2016 CURRENT POSITION TITLE: INVENTORY SPECIALIST I
 DEPARTMENT NAME: TAX OFFICE CURRENT SLOT NO.: 140-001-072
 DEPARTMENT NO.: 140-001 PR REQUESTED POSITION TITLE: _____

REQUEST FOR: New Position Temporary Position Position Reclassification* Other DELETE POSITION

SALARY REQUEST: \$ 26,773.00 / \$4,701.00 \$ 0.00 -\$ 26,773.00 / \$4,701.00
Current Grade & Step Budgeted Salary / Allowance OT Proposed Grade & Step Budgeted Salary Net Change

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other DELETE POSITION

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position
Annual Salary	Annual Salary / 2080 hrs per year = Hourly Rate		Hourly Rate	

JUSTIFICATION FOR NEW POSITION/SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)
Inventory Specialist I position no longer meets requirements. Creating Deputy Clerk II position.

*** POSITION RECLASSIFICATION COMMENTS: (Attach completed Reclassification Analysis Form and additional pages if needed)**

 Department Head

 Department of Human Resources

 Department of Budget & Management

08/02/2016
 Date

8/05/2016
 Date

8/12/2016
 Date



COUNTY OF HIDALGO

Human Resources Department



PERSONNEL ADJUSTMENT REQUEST FORM (ALLOWANCES)

NOTE: COMPLETE MULTIPLE PERSONNEL ACTION FORM IF DEPARTMENT IS REQUESTING MORE THAN (3) PERSONNEL ACTIONS.

DATE: 08/03/2016 CURRENT POSITION TITLE: INVENTORY SPECIALIST I
 DEPARTMENT NAME: TAX OFFICE CURRENT SLOT NO.: 140-001-072
 DEPARTMENT NO.: 140-001 PR REQUESTED POSITION TITLE: _____

ALLOWANCE REQUEST: Type of Allowance

- | | | |
|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Supplemental | <input checked="" type="checkbox"/> Auto | |

Allowance Amount:	<u>\$ 4,721.00</u>	<u>\$ 0.00</u>	<u>-\$ 4,721.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: -\$ 4,721.00

POSITION/ALLOWANCE TO BE FUNDED FROM ONE OF THE FOLLOWING:

- | | | |
|--|---|--|
| <input type="checkbox"/> Current Department Budget | <input type="checkbox"/> Annual Budget Cycle | <input type="checkbox"/> Will Require Additional Funds |
| <input type="checkbox"/> Salary Adjustment | <input checked="" type="checkbox"/> Other _____ | DELETE POSITION |

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non- Exempt

JUSTIFICATION/PRIORITY: (Explain why this allowance request is essential)
Inventory Specialist I position no longer meets requirements. Creating Deputy Clerk II position.

COMMENTS: (Any comments you wish to make regarding this request, attach additional pages if needed)

 Department Head
[Signature]
 Department of Human Resources

 Department of Budget & Management

08/02/2016
 Date
8/05/2016
 Date
8/8/2016
 Date