

HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: 6/19/2017

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT #: 140-001-146

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Delete Position

* 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>24,960.00</u>	\$ <u>0.00</u>	\$ <u>(24,960.00)</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>0.00</u>	\$ <u>0.00</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.)
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CIVIL SERVICE:

Exempt	<input type="checkbox"/>	FLSA: 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)

Clerk I position no longer meets requirements. Creating Title Examiner position for McAllen Substation

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)

Clerk I position no longer meets requirements. Creating Title Examiner position for McAllen Substation

HUMAN RESOURCES: Classification and Salary Recommendation

Tax Office originally requested NEW Deputy Clerk II position for \$30,000. Delete Create process has budget increase of only \$12,040.

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Tax Office originally requested NEW Deputy Clerk II position for \$30,000. Delete Create process has budget increase of only \$12,040.

1.	<u>Fabloc (Paul) Villanueva</u> DEPARTMENT HEAD	<u>6/19/17</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Alfred Pelayo</u> HUMAN RESOURCES DIRECTOR	<u>6/21/17</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/21/17</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 (140-001)

DATE: 6/19/2017

CURRENT POSITION TITLE: CLERK II

CURRENT SLOT #: 140-001-156

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other Delete Position

* 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>24,960.00</u>	\$ <u>0.00</u>	\$ <u>(24,960.00)</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>0.00</u>	\$ <u>0.00</u>
Current Allowance Amount	Proposed Allowance Amount	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 Exempt

Non-Exempt Non-Exempt

N/A

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

Clerk II position no longer meets requirements. Creating Deputy Clerk II position for McAllen Substation

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)

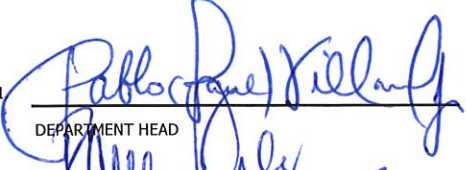
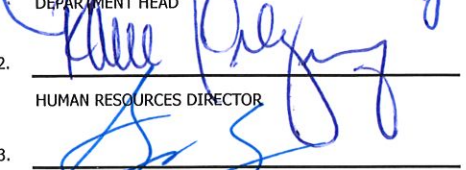

Clerk II position no longer meets requirements. Creating Deputy Clerk II position for McAllen Substation

HUMAN RESOURCES: Classification and Salary Recommendation

Tax Office originally requested NEW Deputy Clerk II position for \$30,000. Delete Create process has budget increase of only \$5,040.

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Tax Office originally requested NEW Deputy Clerk II position for \$30,000. Delete Create process has budget increase of only \$5,040.

1.	 DEPARTMENT HEAD	6/19/17 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/21/17 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/26/17 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

HIDALGO COUNTY

Personnel Adjustment Request Form



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

DATE: 6/19/2017

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0191 (Proposed)

REQUESTED POSITION TITLE: TITLE EXAMINER **II**

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

* 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> 0.00 </u>	\$ <u> 37,000.00 </u>	\$ <u> 37,000.00 </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> 0.00 </u>	\$ <u> 0.00 </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.)
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CIVIL SERVICE:

Exempt	<input type="checkbox"/>	FLSA:	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)

Creating Title Examiner position for McAllen Substation. Deleting Clerk I.

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)

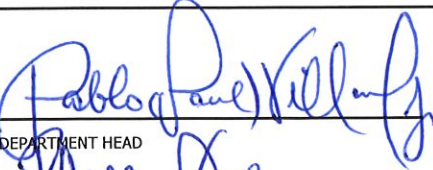
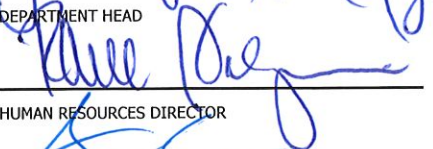

Creating Title Examiner position for McAllen Substation. Deleting Clerk I.

HUMAN RESOURCES: Classification and Salary Recommendation

Tax Office originally requested NEW Deputy Clerk II position for \$30,000. Delete Create process has budget increase of only \$12,040.

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>6/19/17</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>6/21/17</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>6/20/17</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 (140-001)

DATE: 6/19/2017

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0192 (proposed)

REQUESTED POSITION TITLE: DEPUTY CLERK II

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

* 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>0.00</u>	\$ <u>30,000.00</u>	\$ <u>30,000.00</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>0.00</u>	\$ <u>0.00</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.)
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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)

Creating Deputy Clerk II position for McAllen Substation. Deleting Clerk II.

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)

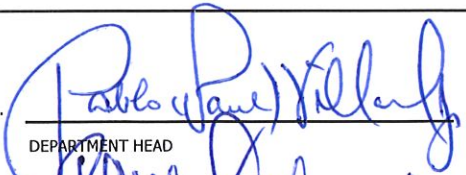


Creating Deputy Clerk II position for McAllen Substation. Deleting Clerk II.

HUMAN RESOURCES: Classification and Salary Recommendation

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

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2.	 HUMAN RESOURCES DIRECTOR	6/21/17 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	6/26/17 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO