



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/17/2018 Current Slot No.: N/A
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Call Center Clerk I

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 12,532.00		

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:** 12/31/18

<u>10/01/2018</u>	<u>03/31/2019</u>	<u>8:00am - 5:00pm Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,056.00</u>		Hourly Rate <u>\$ 12.05</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.05</u>	<u>\$ 6,266.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Call center created with no additional positions in 2016; Office restructured staff to maximize services with existing/limited personnel; Ongoing customer complaints that calls are not being answered during peak season; Current personnel helping customers at office counters during peak season October thru March; Requesting temporary assistance to relief overflow of calls and provide good customer service (Slot 1 of 6 requested)

Department Head [Signature]
 Department of Human Resources

Date 9-17-18
 Date 9/18/2018

Department of Budget & Management

Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/17/2018 Current Slot No.: N/A
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Call Center Clerk I

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

SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	-\$ 12,532.00	-\$ 12,532.00	-\$ 12,532.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

* **TEMPORARY POSITIONS:**

<u>10/01/2018</u>	<u>03/31/2019</u>	<u>8:00am - 5:00pm Mon-Fri</u>	<u>40</u>	<u>13</u>
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary <u>\$25,056.00</u>		Hourly Rate <u>\$ 12.05</u>		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.05</u>	<u>\$ 12,532.00</u>
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Call center created with no additional positions in 2016; Office restructured staff to maximize services with existing/limited personnel; Ongoing customer complaints that calls are not being answered during peak season; Current personnel helping customers at office counters during peak season October thru March; Requesting temporary assistance to relief overflow of calls and provide good customer service (Slot 2 of 6 requested)

 Department Head

 Department of Human Resources

 Department of Budget & Management

9-17-18
 Date
9/18/2018
 Date

 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/17/2018 Current Slot No.: N/A
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Call Center Clerk I

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

SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 12,532.00	\$ 12,532.00	\$ 12,532.00

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:**

10/01/2018	03/31/2019 <u>12/31/18</u>	8:00am - 5:00pm Mon-Fri	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$25,056.00	Hourly Rate	\$ 12.05
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
<u>13</u>	40	<u>520</u>	\$ 12.05	<u>\$ 6,266.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
<u>26</u>			=	<u>1,040</u>
			=	<u>\$ 12,532.00</u>
			=	Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Call center created with no additional positions in 2016; Office restructured staff to maximize services with existing/limited personnel; Ongoing customer complaints that calls are not being answered during peak season; Current personnel helping customers at office counters during peak season October thru March; Requesting temporary assistance to relief overflow of calls and provide good customer service (Slot 3 of 6 requested)

Department Head _____

Date 9-17-18

Department of Human Resources _____

Date 9/18/2018

Department of Budget & Management _____

Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/17/2018 Current Slot No.: N/A
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Call Center Clerk I

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

SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	\$ 0.00	\$ 12,532.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 0.00	\$ 12,532.00	\$ 12,532.00

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

10/01/2018	<u>12/31/18</u>	8:00am - 5:00pm Mon-Fri	40	13
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
	<u>03/31/2019</u>			<u>26</u>
Annual Salary	\$25,056.00		Hourly Rate	\$ 12.05
	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate			
<u>13</u>	<u>40</u>	<u>520</u>	<u>\$ 12.05</u>	<u>\$ 6,266.00</u>
No. of Weeks	x	Hours per Week	=	Total Hours
<u>26</u>		<u>1,040</u>		<u>\$ 12,532.00</u>
			x	Hourly Rate
			=	Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

Call center created with no additional positions in 2016; Office restructured staff to maximize services with existing/limited personnel; Ongoing customer complaints that calls are not being answered during peak season; Current personnel helping customers at office counters during peak season October thru March; Requesting temporary assistance to relief overflow of calls and provide good customer service (Slot 4 of 6 requested)

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

Date 9-17-18
 Date 9/18/2018
 Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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 Department No.: 140-001 Requested Position Title: Call Center Clerk I

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

SALARY REQUEST:	\$ 0.00	\$ 12,532.00 \$ 6,266.00	\$ 12,532.00 \$ 6,266.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 12,532.00 \$ 6,266.00		

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 **FLSA:** Exempt
 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

10/01/2018	<u>12/31/18</u> 03/31/2019	8:00am - 5:00pm Mon-Fri	40	13 -26
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		\$25,056.00	Hourly Rate	\$ 12.05
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
13 -26	40	520 -1,040	\$ 12.05	\$ 6,266.00 - \$ 12,532.00
No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)

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Department Head _____

Date 9-17-18

Department of Human Resources _____

Date 9/18/2018

Department of Budget & Management _____

Date _____



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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Date: 09/17/2018 Current Slot No.: N/A
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Call Center Clerk 1

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

SALARY REQUEST:	\$ 0.00	\$ 12,532.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
		\$ 12,532.00

SALARY REQUEST:	\$ 0.00	\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount
		Net Change
		\$ 0.00

TOTAL BUDGETARY IMPACT: \$12,532.00

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

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 Non-Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

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No. of Weeks	x Hours per Week	= Total Hours	x Hourly Rate	= Budgeted Salary

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Department Head [Signature] Date 9-17-18
 Department of Human Resources [Signature] Date 9/18/2018
 Department of Budget & Management _____ Date _____