



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

POSITION TITLE CHANGE ONLY REQUEST FORM

NOTE: Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 10/22/2018

Employee Name: Cesar Solis

Employee No.: 185825

Department Name: Tax Office

Department No.: 140-001

Current Position Title: Senior Auto Theft Fraud Unit

Requested Position Title: Auto Theft Fraud Unit

Investigator

Investigator III

slot # 0005 tg

EXPLANATION OF TITLE CHANGE: *(Briefly explain why the title change is needed)*

Title change needed to establish salary structure that allows Career Ladder Promotions

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)

Roberto Villanueva
Elected Official / Department Head

10/23/18
Date

RECEIVED
OCT 26 2018
DEPARTMENT OF HUMAN RESOURCES



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

POSITION TITLE CHANGE ONLY REQUEST FORM

NOTE: Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 10/22/2018

Employee Name: Vacant Employee No.: N/A

Department Name: Tax Office Department No.: 140 - 001

Current Position Title: Fraud Investigator I Requested Position Title: Auto Theft Fraud Unit
slot # 0010 fg Investigator I

EXPLANATION OF TITLE CHANGE: (Briefly explain why the title change is needed)

Title change needed to establish salary structure that allows Career Ladder Promotions

DEPARTMENT OF HUMAN RESOURCES: (Recommendations)

Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)

Pablo (Paul) Villanueva Jr. ^{EM}
Elected Official / Department Head

10/24/18
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: 10/23/2018 Current Slot No.: 0116
 Department Name: Tax Office Current Position Title: Deputy Clerk I
 Department No.: 140-001 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 26,796.00</u>	<u>\$ 0.00</u>	<u>-\$ 26,796.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 26,796.00</u>		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

Delete Position / Reorganization of Personnel
Reorganization includes the creation of: Auto Theft Fraud Unit Investigator II, Auto Theft Fraud Unit Monitor I,
Research Analyst II

[Signature] ^{EM}
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/26/18
 Date
10/26/2018
 Date
10/26/18
 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: 10/23/2018 Current Slot No.: 0122
 Department Name: Tax Office Current Position Title: Deputy Clerk I
 Department No.: 140-001 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 26,796.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-\$ 26,796.00</u> Net Change
SALARY REQUEST:	<u> </u> Current Budgeted Amount	<u> </u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 26,796.00</u>		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				

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)*

Delete Position / Reorganization of Personnel
Reorganization includes the creation of: Auto Theft Fraud Unit Investigator II, Auto Theft Fraud Unit Monitor I
Research Analyst II

[Signature] ^{EM}
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/26/18
 Date
10/26/2018
 Date
10/26/18
 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: 10/23/2018 Current Slot No.: 0125
 Department Name: Tax Office Current Position Title: Deputy Clerk I
 Department No.: 140-001 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 26,796.00</u>	<u>\$ 0.00</u>	<u>-\$ 26,796.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>-\$ 26,796.00</u>		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

Delete Position / Reorganization of Personnel
 Reorganization includes the creation of: Auto Theft Fraud Unit Investigator II, Auto Theft Fraud Unit Monitor I, Research Analyst II

[Signature]
 Department Head EM

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

10/26/18
 Date

10/26/2018
 Date

10/26/18
 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: 10/23/2018 Current Slot No.: N/A 0207 (proposed) fy
 Department Name: TAX OFFICE Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Auto Theft Fraud Unit Investigator II

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 45,923.00</u>	<u>\$ 45,923.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	_____	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 45,923.00</u>		

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	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

New Position / Reorganization of Personnel / Funded from deleted position / No Budget Impact

Position needed to prevent Auto Theft Fraud

Department Head *Paul Villareal*
 Department of Human Resources *[Signature]*
 Department of Budget & Management *[Signature]*

Date 10/26/18
 Date 10/26/2018
 Date 10/26/18



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: 10/23/2018 Current Slot No.: N/A 0208 (proposed) Key
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Auto Theft Fraud Unit Monitor I

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

SALARY REQUEST:	<u>\$ 0.00</u>	<u>\$ 39,371.00</u>	<u>\$ 39,371.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	<u> </u>	<u> </u>	<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	<u>\$ 39,371.00</u>		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

New Position / Reorganization of Personnel / Funded from deleted position / No Budget Impact

Position needed to prevent Auto Theft Fraud

[Signature] ^{EM}
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

10/24/18
 Date

10/26/2018
 Date

10/26/18
 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: 10/23/2018 Current Slot No.: ~~N/A~~ 0209 (proposed) kg
 Department Name: Tax Office Current Position Title: N/A
 Department No.: 140-001 Requested Position Title: Research Analyst II

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

SALARY REQUEST:	\$ 0.00	\$ 45,923.00	\$ 45,923.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 45,923.00		

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:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
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)

New Position / Reorganization of Personnel / Funded from deleted position / No Budget Impact

Position needed to research tax/deed records

Paul (Fidel) Villanueva Jr.
 Department Head EM

Allye Paly...
 Department of Human Resources

[Signature]
 Department of Budget & Management

10/26/18
 Date

10/26/2018
 Date

10/26/18
 Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

POSITION TITLE CHANGE ONLY REQUEST FORM

NOTE: Complete this form to correct the position title of an employee based on the employee's assigned duties and responsibilities. A position title change does not involve a change in duties or responsibilities nor a change in salary.

Date: 10/26/2018

Employee Name: Marlen Trevino Employee No.: 190055

Department Name: Tax Office Department No.: 140-001

Current Position Title: Fraud Investigator I Requested Position Title: Auto Theft Fraud Unit
Investigator I

EXPLANATION OF TITLE CHANGE: *(Briefly explain why the title change is needed)*

Title change needed to establish salary structure that allows Career Ladder Promotions

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

Attach a list of duties and responsibilities assigned to the employee. (DO NOT ATTACH A JOB DESCRIPTION)

Abbe (Ann) Killeney, EM
Elected Official / Department Head

10/29/18
Date

