



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 ty

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 Jr.
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 ty 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) Villavea 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.: 0093
 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:**

<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>		<u>Hourly Rate</u>		
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks</u>		<u>x Hours per Week = Total Hours</u>		<u>x Hourly Rate = Budgeted Salary</u>

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

Paul (Paul) Villanueva Jr. EMA
 Department Head
Will Only
 Department of Human Resources
 Department of Budget & Management

10/26/18
 Date
10/26/2018
 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: 10/23/2018 Current Slot No.: 0103
 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)*

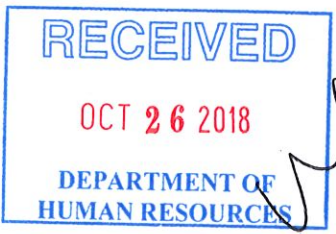
Delete Position / Reorganization of Personnel
 Reorganization includes the creation of: Auto Theft Fraud Unit Investigator II, Auto Theft Fraud Unit Monitor I,
 Research Analyst II

Paul (Paul) Villaveal Jr. EM
 Department Head
Kelli Dole
 Department of Human Resources

 Department of Budget & Management

10/26/18
 Date
10/26/2018
 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: 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>	<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

 Department of Budget & Management

10/26/18
 Date
10/26/2018
 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: 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>\$ 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

 Department of Budget & Management

10/26/18
 Date
10/26/2018
 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: 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:	\$ 0.00	\$ 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 prevent Auto Theft Fraud

Pablo (Paul) Villanueva Jr. EM
 Department Head Date 10/26/18
Pablo Villanueva Jr.
 Department of Human Resources Date 10/26/2018
 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: 10/23/2018 Current Slot No.: N/A 0208 (proposed) Ezy
 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:	\$ 0.00	\$ 39,371.00	\$ 39,371.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:	\$ 39,371.00		

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 prevent Auto Theft Fraud

Dale (Paul) Villareal Jr. EM
 Department Head
[Signature]
 Department of Human Resources

 Department of Budget & Management

10/26/18
 Date
10/26/2018
 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: 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 (Age) Villanueva Jr. BM
 Department Head
Allye Palyon
 Department of Human Resources
 Department of Budget & Management

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

