



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: 04/25/2019

Employee Name: Vacant (Slot No.0011) Employee No.: _____

Department Name: Elections Department Department No.: 130

Current Position Title: Executive Assistant I Requested Position Title: Elections Specialist III

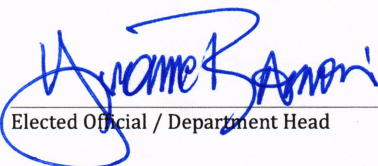
EXPLANATION OF TITLE CHANGE: *(Briefly explain why the title change is needed)*

Current position being vacated.

This position will assist the Division Manager II.

DEPARTMENT OF HUMAN RESOURCES: *(Recommendations)*

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


Elected Official / Department Head

04/25/2019
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECEIVED

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DEPARTMENT OF
HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Elections Department

Date: 04/04/2019

Department No.: 130

Program No.: 001 kg

CURRENT / PROPOSED:			
Current Job Title:			
<u>Executive Assistant I</u>	<u>0085</u>	<u>11</u>	<u>\$ 45,329.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary
Requested Job Title:			
<u>Division Manager I</u>	<u>0085</u>	<u>14</u>	<u>\$ 57,102.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:		
<u>Division Manager I</u>	<u>14</u>	<u>\$55,171.00</u>
Classification / Position Title	Pay Grade	Salary
Comments:		
<hr/> <hr/> <hr/>		

SIGNATURES:	
_____ Human Resources Representative	<u>4/26/2019</u> _____ Date
_____ County Treasurer Representative	<u>4-29-19</u> _____ Date
_____ Budget & Management Representative	<u>5/1/19</u> _____ 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: 04/05/2019 Current Slot No.: 0011-0005
 Department Name: Elections Department Current Position Title: Executive Assistant I
 Department No.: 130-001 Requested Position Title: Division Manager II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other

SALARY REQUEST:	<u>\$45,329.00</u> Current Budgeted Amount	<u>\$55,171.00</u> Proposed Budgeted Amount	<u>\$9,842.00</u> Net Change
SALARY REQUEST:	<u>\$48,558.00</u> Current Budgeted Amount	<u>\$64,352.00</u> Proposed Budgeted Amount	<u>\$15,794.00</u> Net Change
TOTAL BUDGETARY IMPACT:	<u>\$9,842.00</u>		<u>\$0.00</u>
	<u>\$15,794.00</u>		<u>\$15,794.00</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)

[Signature]
Department Head

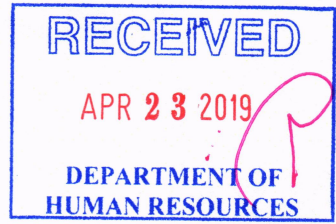
[Signature]
Department of Human Resources

[Signature]
Department of Budget & Management

04/23/2019
Date

4/30/2019
Date

5/1/19
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: 04/30/2019 Current Slot No.: 0133
 Department Name: Elections Department Current Position Title: GIS Operator I
 Department No.: 130 - 001 Requested Position Title: Position Being Deleted

fy

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

SALARY REQUEST:	<u>\$ 32,192.00</u>	<u>\$ 0.00</u>	<u>-\$ 32,192.00</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: -\$ 32,192.00

POSITION 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 <u>Position Being Deleted</u> | |

- 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 <u> </u>		Hourly Rate <u> </u>		
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)

Wanda Ramon
 Department Head
Kelli Delgado
 Department of Human Resources
[Signature]
 Department of Budget & Management

04/30/2019
 Date
5/01/2019
 Date
5/1/19
 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: 05/01/2019 Current Slot No.: 0205 (proposed) fy
 Department Name: Elections Department Current Position Title: Position Being Requested
 Department No.: 130 - 001 Requested Position Title: System Support Specialist II

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

SALARY REQUEST:	<u>\$ 51,084.00</u>	<u>\$ 51,084.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

SALARY REQUEST:	<u> </u>	<u>\$ 0.00</u>
Current Budgeted Amount	Proposed Budgeted Amount	Net Change

TOTAL BUDGETARY IMPACT: \$ 51,084.00

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 PR
 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)

Position will assist Division Manager II to oversee IT and Operations Department.

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

5-2-19
 Date
5/02/2019
 Date
5/3/19
 Date

