

# 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: 02/11/2020 Current Slot No.: 0018 <sup>to</sup>  
 Department Name: Tax Office Current Position Title: Supervisor I  
 Department No.: 140 001 Requested Position Title: Supervisor II

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

**SALARY REQUEST:** \$ 42,804.00 \$ 45,329.00 \$ 2,525.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 2,525.00

**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>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>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>		<u>Hourly Rate</u>	

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

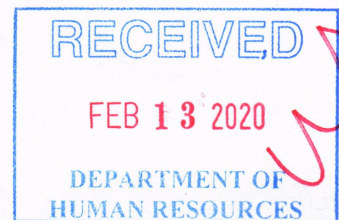
**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

Slot not classified correctly. Title requires reclassification along with correct Grade 11 level.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

02/11/2020  
 Date  
2/20/2020  
 Date  
02/25/2020  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Tax Office

Date: 02/07/2020

Department No.: 140

Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Supervisor I</u>	<u>0018</u>	<u>G09/S05</u>	<u>\$ 42,804.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Supervisor II</u>	<u>0018</u>	<u>G11/S02</u>	<u>\$ 45,329.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

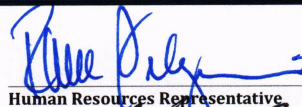
#### COMMITTEE RECOMMENDATION:

<u>Supervisor II</u>	<u>G11/S02</u>	<u>\$ 45,329.00</u>
Classification / Position Title	Pay Grade	Salary

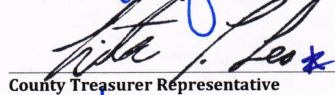
**Comments:**

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\_\_\_\_\_  
\_\_\_\_\_

#### SIGNATURES:

  
Human Resources Representative

2/20/2020  
Date

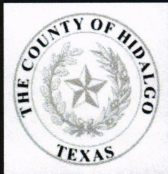
  
County Treasurer Representative

02/24/20  
Date

  
Budget & Management Representative

02/25/2020  
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: 02/11/2020 Current Slot No.: 0021 ts  
 Department Name: Tax Office Current Position Title: Supervisor I  
 Department No.: 140 -001 Requested Position Title: Supervisor II

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 42,804.00</u>	<u>\$ 45,329.00</u>	<u>\$ 2,525.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 2,525.00</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)*

Slot not classified correctly. Title requires reclassification along with correct Grade 11 level.

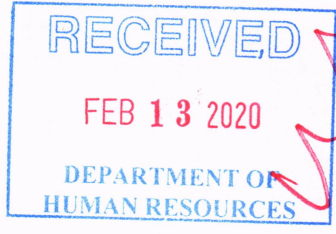
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\_\_\_\_\_

\_\_\_\_\_

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

Date 02/11/2020  
 Date 2/20/2020  
 Date 02/25/2020  
 Date \_\_\_\_\_





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Tax Office Date: 02/07/2020  
Department No.: 140 Program No.: 001

#### CURRENT / PROPOSED:

##### Current Job Title:

<u>Supervisor I</u>	<u>0021</u>	<u>G09/S05</u>	<u>\$ 42,804.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

##### Requested Job Title:

<u>Supervisor II</u>	<u>0021</u>	<u>G11/S02</u>	<u>\$ 45,329.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Supervisor II</u>	<u>G11/S02</u>	<u>\$ 45,329.00</u>
Classification / Position Title	Pay Grade	Salary

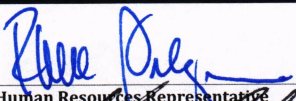
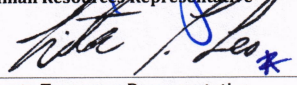
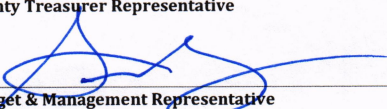
##### Comments:

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#### SIGNATURES:

 Human Resources Representative	<u>2/20/2020</u> Date
 County Treasurer Representative	<u>02/24/20</u> Date
 Budget & Management Representative	<u>02/25/2020</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: 02/11/2020 Current Slot No.: 0025 *ky*  
 Department Name: Tax Office Current Position Title: Bookkeeper II  
 Department No.: 140-001 Requested Position Title: Accountant I *Accounting Clerk II*

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

**SALARY REQUEST:** \$ 35,983.00 \$ 37,243.00 \$ 1,260.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 1,260.00

**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:**

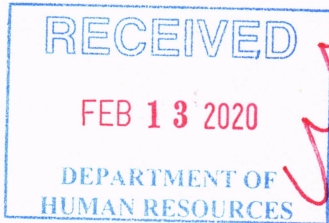
<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<small>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</small>				
<u>No. of Weeks</u> x <u>Hours per Week</u> = <u>Total Hours</u>		<u>Hourly Rate</u> = <u>Budgeted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

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

Additional duties assigned to be crossed trained in Tax General and Special Inventory Collections. Additional  
duties in reconciling bank accounts, working with all taxing jurisdictions, and assisting Accountant II/III/IV.  
Accounting Department restructure.

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

02/11/2020  
 Date  
2/24/2020  
 Date  
02/25/2020  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Tax Office Date: 02/10/2020  
Department No.: 140 Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Bookkeeper II</u>	<u>0025</u>	<u>G07/S05</u>	<u>\$ 35,983.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Accountant I</u>	<u>0025</u>	<u>G08/S03</u>	<u>\$ 37,243.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

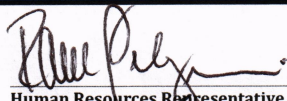
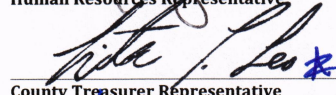
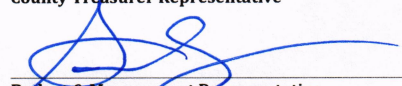
#### COMMITTEE RECOMMENDATION:

<u>Accounting Clerk II</u>	<u>G08/S03</u>	<u>\$ 37,243.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

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\_\_\_\_\_

#### SIGNATURES:

<u></u>	<u>2/21/2020</u>
Human Resources Representative	Date
<u></u>	<u>02/21/20</u>
County Treasurer Representative	Date
<u></u>	<u>02/25/2020</u>
Budget & Management Representative	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: 02/11/2020 Current Slot No.: 039 *fy*  
 Department Name: Tax Office Current Position Title: Bookkeeper I  
 Department No.: 140 ~~001~~ Requested Position Title: Accounting Clerk II

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

**SALARY REQUEST:** \$ 29,805.00 \$ 34,767.00 \$ 4,962.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

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

**TOTAL BUDGETARY IMPACT:** \$ 4,962.00

**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:**

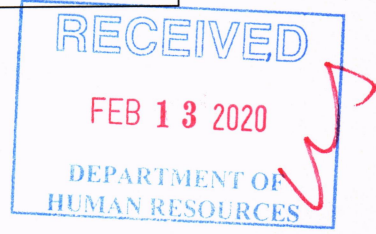
<u>Start Date</u>	<u>End Date</u>	<u>Work Schedule</u>	<u>Hours per Week</u>	<u>No. of Weeks</u>
<u>Annual Salary</u>			<u>Hourly Rate</u>	
<u>Step 1 Salary / 2,080 Hours Per Year = Hourly Rate</u>				
<u>No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary</u>				

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

Additional duties assigned to be crossed trained in Tax General and Special Inventory Collections. Additional duties in reconciling bank accounts, working with all taxing jurisdictions, and assisting Accountant I/II/III/IV. Accounting Department restructure.

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

02/11/2020  
 Date 2/21/2020  
 Date 02/25/2020  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Tax Office Date: 02/07/2020  
Department No.: 140 Program No.: 001

#### CURRENT / PROPOSED:

##### Current Job Title:

<u>Bookkeeper I</u>	<u>0039</u>	<u>G05/S04</u>	<u>\$ 29,805.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

##### Requested Job Title:

<u>Accounting Clerk II</u>	<u>0039</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

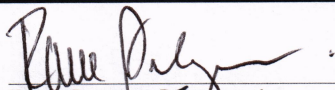
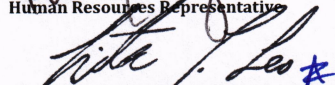
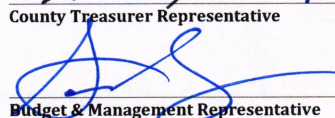
#### COMMITTEE RECOMMENDATION:

<u>Accounting Clerk II</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Pay Grade	Salary

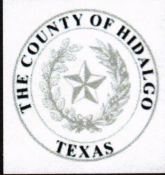
##### Comments:

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#### SIGNATURES:

	<u>2/21/2020</u>
Human Resources Representative	Date
	<u>02/21/20</u>
County Treasurer Representative	Date
	<u>02/25/2020</u>
Budget & Management Representative	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: 02/11/2020 Current Slot No.: 0170 *fy*  
 Department Name: Tax Office Current Position Title: Bookkeeper I  
 Department No.: 140 -001 Requested Position Title: Accounting Clerk II

**REQUEST FOR:**  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	<u>\$ 31,280.00</u>	<u>\$ 34,767.00</u>	<u>\$ 3,487.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>\$ 3,487.00</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:**

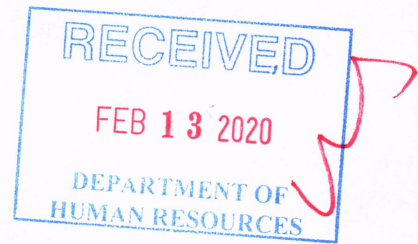
Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks					
Annual Salary _____			Hourly Rate _____						
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate									
No. of Weeks		x	Hours per Week	=	Total Hours	x	Hourly Rate	=	Budgeted Salary

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

Additional duties assigned to be crossed trained in Tax General and Special Inventory Collections. Additional duties in reconciling bank accounts, working with all taxing jurisdictions, and assisting Accountant I/II/III/IV. Accounting Department restructure.

Department Head \_\_\_\_\_  
*[Signature]*  
 Department of Human Resources \_\_\_\_\_  
*[Signature]*  
 Department of Budget & Management \_\_\_\_\_

Date 02/11/2020  
2/24/2020  
 Date \_\_\_\_\_  
02/25/2020  
 Date \_\_\_\_\_







# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Tax Office Date: 02/07/2020  
Department No.: 140 Program No.: 001

#### CURRENT / PROPOSED:

**Current Job Title:**

<u>Bookkeeper I</u>	<u>0170</u>	<u>G05/S05</u>	<u>\$ 31,280.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

**Requested Job Title:**

<u>Accounting Clerk II</u>	<u>0170</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

#### COMMITTEE RECOMMENDATION:

<u>Accounting Clerk II</u>	<u>G08/S01</u>	<u>\$ 34,767.00</u>
Classification / Position Title	Pay Grade	Salary

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SIGNATURES:

Date: 2/21/2020  
Human Resources Representative

Date: 02/21/20  
County Treasurer Representative

Date: 02/25/2020  
Budget & Management Representative