





# 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: 03/12/2020 Current Slot No.: 091  
 Department Name: Tax Office Current Position Title: Deputy Clerk I  
 Department No.: 140 Requested Position Title: N/A

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

<b>SALARY REQUEST:</b>	<u>\$ 27,599.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>- \$ 27,599.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>28,565.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>- \$ 27,599.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>- \$ 27,599.00</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)

Delete Position / Reorganization of Personnel

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pablo (Paul) Williams Jr.  
 Department Head  
\_\_\_\_\_  
 Department of Human Resources  
\_\_\_\_\_  
 Department of Budget & Management

Date 3-12-2020  
 Date 4/17/2020  
 Date 04/17/2020  
 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: 03/12/2020 Current Slot No.: 167  
 Department Name: Tax Office Current Position Title: Deputy Clerk I  
 Department No.: 140 Requested Position Title: N/A

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

<b>SALARY REQUEST:</b>	<u>29,565.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>-29,565.00</u> Net Change
<b>SALARY REQUEST:</b>	<u>27,599.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	<u>\$ 0.00</u> Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-29,565.00</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

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

Pablo (Pae) Villanueva  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

3-12-2020  
 Date  
4/17/2020  
 Date  
04/17/2020  
 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: 03/12/2020 Current Slot No.: 177  
 Department Name: Tax Office Current Position Title: Clerk II  
 Department No.: 140 Requested Position Title: N/A

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

<b>SALARY REQUEST:</b>	<u>27,152.00</u> \$ 25,347.00	<u>\$ 0.00</u> \$ 0.00	<u>-27,152.00</u> -\$ 25,347.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>	<u>-27,152.00</u> Current Budgeted Amount	<u>\$ 0.00</u> Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 25,347.00</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

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

Pablo (Pete) Villanueva  
 Department Head  
Alma Perez  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

3-12-2020  
 Date  
4/17/2020  
 Date  
04/17/2020  
 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: 03/12/2020 Current Slot No.: 182  
 Department Name: Tax Office Current Position Title: Clerk II  
 Department No.: 140 Requested Position Title: N/A

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

SALARY REQUEST:	<u>\$ 25,347.00</u>	<u>\$ 0.00</u>	<u>-\$ 25,347.00</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>-\$ 25,347.00</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)*

Delete Position / Reorganization of Personnel

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

Pablo J. Pineda  
 Department Head  
\_\_\_\_\_  
 Department of Human Resources  
\_\_\_\_\_  
 Department of Budget & Management

3-12-2020  
 Date  
4/17/2020  
 Date  
04/17/2020  
 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: 03/12/2020 Current Slot No.: N/A 0230 proposed  
 Department Name: Tax Office Current Position Title: N/A  
 Department No.: 140 Requested Position Title: Supervisor I

*E.M.*

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

<b>SALARY REQUEST:</b> <u>\$ 0.00</u>	<u>\$ 37,548.00</u>	<u>\$ 37,548.00</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>\$ 37,548.00</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  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Roberto (Paul) Villanueva Jr.*  
 Department Head  
*Alfonso Perez*  
 Department of Human Resources  
*[Signature]*  
 Department of Budget & Management

03/12/2020  
 Date  
4/17/2020  
 Date  
04/17/2020  
 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: 03/12/2020 Current Slot No.: N/A 0231 proposed  
 Department Name: Tax Office Current Position Title: N/A  
 Department No.: 140 Requested Position Title: Deputy Clerk II

*E.n.*

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 32,192.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 32,192.00		

**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

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

Pablo (Paul) Villanueva  
 Department Head

[Signature]  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

03/12/2020  
 Date

4/17/2020  
 Date

04/17/2020  
 Date

RECEIVED

APR - 1 2020

DEPARTMENT OF  
HUMAN RESOURCES



# 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: 03/12/2020 Current Slot No.: N/A 0232 proposed C.M.  
 Department Name: Tax Office Current Position Title: N/A  
 Department No.: 140 Requested Position Title: Deputy Clerk II

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

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

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

Rubén (Paul) Villanueva Jr.  
 Department Head

Alma Palacios  
 Department of Human Resources

[Signature]  
 Department of Budget & Management

03/12/2020  
 Date

4/17/2020  
 Date

04/17/2020  
 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: 03/12/2020 Current Slot No.: N/A D233 proposed E.M.  
 Department Name: Tax Office Current Position Title: N/A  
 Department No.: 140 Requested Position Title: Deputy Clerk II

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

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

**TOTAL BUDGETARY IMPACT:** \$ 32,192.00

**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

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

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

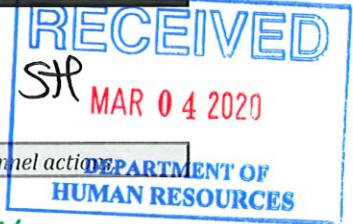
03/12/2020  
 Date  
4/17/2020  
 Date  
04/17/2020  
 Date





# 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: 03/04/2020 Current Slot No.: N/A 0005 proposed  
 Department Name: Tax Office Current Position Title: N/A  
 Department No.: 140 Requested Position Title: Scofflaw Technician IV

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

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 40,552.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 40,552.00		

**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)*

Provide support to the Scofflaw Program information technology systems and operating automated office equipment in a stand-alone, network, or mainframe environment

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

3-4-2020  
 Date  
4/17/2020  
 Date  
04/12/2020  
 Date