



Bulletin

Department of Human Resources

2016

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Elected Officials, Appointed Officials and Department Heads

Subject: 2016 Budget Process - Personnel Requests

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This bulletin provides direction and instruction for requesting personnel related changes for the 2016 Budget Process. Personnel related requests must be submitted to the Department Of Human Resources on a Personnel Adjustment Request (PAR) Form no later than May 15, 2015.

Personnel related requests for the 2016 budget process will be limited to requests for new (additional) positions, reclassifications, and deletions of existing positions. Requests for additional positions will be considered, but funding availability and the critical needs of the county will continue to be a priority.

New (additional) Positions:

Departments can request additional positions that are needed to effectively carry out the mission and duties of the department. Requests for new positions must include workload data and/or other department performance measures that clearly demonstrates and justifies the need.

Deletion (vacant) of Positions:

Departments can request the deletion of vacant positions that are no longer needed due to changes in department operations or to fund other needed new positions.

Reclassifications:

Departments can request the reclassification of current positions (employees) when certain conditions apply. The need for a reclassification usually occurs when a job which is being performed by an employee no longer matches the job description assigned to that position. This is typically the result of changes in complexity and in the level of responsibility of the job assigned to the employee. The complexity and the level of responsibility may have increased or it may have decreased. A reclassification (job audit required) could result in the employee being classified at a higher grade/salary or at a lower grade/salary.

Job Reassignments/Position Title Change:

Job reassignments to related positions with no change in grade/salary and the correction of position titles that do not involve a reassignment will not be considered during the 2016 budget process. These types of personnel actions will be addressed by the Department of Human Resources, as needed, during the course of the fiscal year.

Budget/Personnel Workshop:

A budget workshop will be dedicated and scheduled during the budget process for departments to present personnel related requests to Commissioners' Court. The date for the budget workshop will be announced at a future time.

The Department of Human Resources will be available to provide support to any department needing assistance relating to personnel requests. If you have any questions, or need additional information, please contact Raul Silguero, Jr. at extension 4904, or Esther Cortez at extension 4908.