

HIDALGO COUNTY texas

**Department of
Budget & Management**

2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us



Memorandum

To: Raul Silguero, Jr. Budget Division Administrator
From: Dina R. Trevino, Manager - Budget Management Section *DT*
Date: June 18, 2008
Subject: Agenda Item No. 9794, IT Dept Position Reclassifications
Cc: Renan Ramirez, CIO, Information Tech Dept.
Ms. Esther Cortez, Human Resources Director

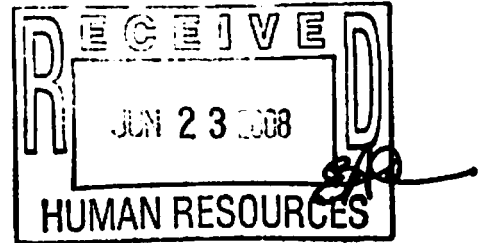
This is to inform you that we have reviewed all documents submitted by Information Technology Department pertaining to reclassification of two positions to be presented to Commissioners Court on Tuesday, July 1st, 2008, refer to AI 9794.

All required documentation related to this agenda item has been submitted by the IT Department. Please note that these reclassifications only involve a title change and there is no fiscal impact. I recommend that this request be submitted to the Reclassification Committee for approval as soon as possible.

Thank you for your attention to this matter. If you have any questions, please call me at (956) 292-7025 ext. 5405.



HIDALGO COUNTY – DEPARTMENT OF BUDGET AND MANAGEMENT
2818 South Business Hwy. 281 – Administration Bldg.
Edinburg, Texas 78539-3587
PHONE: (956) 292-7025
FAX: (956) 292-7034



MEMORANDUM

To: Honorable Norma G. Garcia, County Treasurer
Esther Cortez, Human Resources Director
From: Raul Silguero, Jr., Administrator, Budget Division *RA*
Date: June 23, 2008
Subj. Classification Committee and IT Request for Position Title Change

On April 17, 2008, the Civil Service Commission approved a policy change to Section 3.22, which establishes a Reclassification Committee to review and to make recommendations to Commissioners' Court on reclassifications requested by Elected Officials, Appointed Officials, and Department Heads. A similar policy change was approved by Commissioners' Court in Chapter 6 of the Personnel Manual for non-civil service positions.

The Reclassification Committee consists of an authorized representative from the Human Resources Department, the Office of the County Treasurer, and the Department of Budget and Management. I would like to schedule a meeting for us to establish procedures and appropriate forms for the administration of this policy. I am requesting that Ms. Garcia coordinate this meeting, at her convenience, given her position as the elected representative of the committee.

With regard to the attached, Mr. Renan Ramirez, Information Technology Department CIO, is requesting the reclassification of two vacant positions. The requested reclassification involves only a change in title and I am requesting that we waive a formal classification committee meeting and approve the request as submitted. Please indicate your approval and any comments on the Personnel Adjustment Request Form and return to my office for inclusion in the next Commissioners' Court agenda.

Your consideration is appreciated.

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BUDGET OFFICE
HIDALGO COUNTY