



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Friday, October 31, 2008

To: Esther Cortez, Human Resources  
Director

From: Valde Guerra  
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 12015

C.C. Date: 11/12/2008 ?

Dept: Precinct No. 1- Road & Bridge

**Note: Personnel adjustment forms must be reviewed and signed by an authorized HR representative and returned to Budget & Management Dept. by 11:00 am on Friday's for inclusion on the following weeks Commissioners' Agenda.**



Human Resources Dept:

Received By: Esther Cortez

Title: HR Director

Date: 10/31/2008

Time: 4:00pm



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:  
Precinct 1 / 121  
CURRENT POSITION TITLE:

DATE:  
October 30, 2008  
CURRENT SLOT. #:

REQUESTED POSITION TITLE: Diesel Mechanic  
(For new positions or reclassifications) New Slot # 121-005-0078

REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 36,500.00 / Current Budgeted Salary    \$ 36,500.00 / Proposed Budgeted Salary    \$ 36,500.00 / Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

POSITION Type:

Full Time Employee Object 113     Part Time Employee Object 114  \_\_\_\_\_  
Full Time Temporary Object 121     Part Time Temporary Object 122  \_\_\_\_\_  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	FLSA: Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

The Diesel Mechanic will be responsible for the inspection, repair and maintenance of the engine and mechanical components. Will be subject to follow County and federal safety rules, policy and procedures.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

This position requires minimal supervision. Will perform daily and periodic diesel engine inspections in compliance with the County and federal standards. Will inspect various mechanical systems (air brake, fuel and lubrication) and other components.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

N/A

**COMMENTS:** (Any comments you wish to make regarding this request)

Will also diagnose malfunctions in diesel engine components, air equipment, trucks and other components; assess nature of problem and determines needed corrective action; make judgments concerning seriousness of defects or damage.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. Chylia D. Handy <sup>my</sup> 10/30/08  
DEPARTMENT HEAD DATE
2. [Signature] 10/31/2008  
HUMAN RESOURCES DIRECTOR DATE
3. [Signature] 10/31/2008  
DEPARTMENT OF BUDGET & MANAGEMENT DATE
4. \_\_\_\_\_  
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

PERSONNEL PROCEDURES COMPLETED

YES  NO

BUDGET PROCEDURES COMPLETED

YES  NO



# HIDALGO COUNTY Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:**

Precinct 1 / 121

**CURRENT POSITION TITLE:**

Maintenance I (2 positions)

**REQUESTED POSITION TITLE:**

(For new positions or reclassifications)

**DATE:**

10/30/2008

**CURRENT SLOT. #:**

121-005-00591 + 0060

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

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY SUMMARY:**

Salary Amount:

\$ 20,345 x 2  
Current Budgeted Salary- \$ -0-  
Proposed Budgeted Salary\$ ~~0~~ (\$ 20,345) x 2 = (\$ 40,690.00)  
Net Change

pc

Position to be funded from one of the following:

 Current Department Budget Annual Budget Cycle Will Require Additional Funds OtherN/A - 2 positions deleted, will have surplus funds. pc**POSITION Type:**Full Time Employee  
Object 113Part Time Employee  
Object 114

Enter hourly rate for temp. positions

Full Time Temporary  
Object 121Part Time Temporary  
Object 122

\$

Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt

**FLSA:**

Exempt

Non-Exempt

Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Deleting this positions will fund the Diesel Mechanic position, to better serve the mechanic needs of the Precinct.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

The two (2) maintenance I positions will be deleted to assure that the proper amount of funding will be available within the current department budget.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

N/A

**COMMENTS:** (Any comments you wish to make regarding this request)

The deleted positions will help fund the new requested position, in which the Precinct is in dire need to better serve the diesel equipment for the precinct and will help expedite repairs within our own department.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1. Stephanie J. Standley, MH 10/30/08  
DEPARTMENT HEAD DATE

2. [Signature] 10/31/2008  
HUMAN RESOURCES DIRECTOR DATE

3. [Signature] 10/31/2008  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. \_\_\_\_\_ DATE  
COMMISSIONERS COURT APPROVAL

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

PERSONNEL PROCEDURES COMPLETED

YES  NO

BUDGET PROCEDURES COMPLETED

YES  NO

# HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

<b>Job Title:</b> Diesel Mechanic	<b>FLSA Status:</b> Non-Exempt
<b>Dept No:</b> 121-005	<b>Civil Service Status:</b> Non-Exempt

## **SUMMARY:**

Diesel mechanics are responsible for the inspection, repair and maintenance of the engine and mechanical components on diesel electric locomotives.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform daily and periodic locomotive and diesel engine inspections in compliance with company, industry and federal standards; inspect various mechanical systems (air brake, fuel, and lubrication) and locomotive components (wheels, trucks, cab, and internal diesel engine parts); inspect for unusual sounds, vibrations, smells, and small changes in the visual appearance of materials or objects.
- Diagnose malfunctions in diesel engine components, air equipment, trucks, and other components; assess nature of problem and determine needed corrective action; make judgments concerning seriousness of defects or damage.
- Perform daily and periodic locomotive servicing (grease couplings and fittings, change oil and air filters, replace brake shoes and filters, adjust brake cylinder piston travel); replace locomotive and diesel engine components (wheels on trucks, traction motors);
- Repair locomotive parts (truck frames) requiring use of machine tools and welding equipment and other operations requiring use of lathes, grinders; disassemble engine and other components and clean parts.
- Safely and effectively operate the following: high and low precision measuring instruments (micrometers, tape measures, dial calipers); precision machines (drill and punch presses, bench lathes); electric, pneumatic and hydraulic tools (drills, wrenches, grinders); material handling equipment (fork lifts, cranes, overhead hoists); acetylene torches and electric welders.
- Follow County and federal safety rules, policy, and procedures; wear prescribed safety apparel; take appropriate action when conditions threaten safety of crew or other personnel; read and comply with train orders, signals, railroad rules, and regulation.
- Must have knowledge of heavy truck diesel engine.
- Must have knowledge of heavy machinery hydraulic system.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

## **EDUCATION and/or EXPERIENCE**

- Qualified applicants must possess a minimum of (4) four years verifiable work experience as a diesel mechanic or, have a Journeyman's card.
- Experience with large motor generators and/or EMD 567-645-710G engines is a plus.
- Applicants with extensive experience as a mechanic in other fields (aviation, nuclear, etc.) is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier.

## **OTHER SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division.
- Ability to understand and follow written and oral instructions and directives.
- Must be able to perform duties of Mechanic I, II and III.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work involves considerable stooping, bending, and working in overhead structures and on scaffolds. Considerable glare emits from work, requiring the wearing of personal protective equipment. Exposed to moderate burns and exposed to flying objects, such as chips and scale. Work also involves varying degrees of precision and control where damage could be considerable.

The noise level in the work environment is usually moderate to loud.

**HIDALGO COUNTY  
ROAD & BRIDGE  
PAVED/UNPAVED**

Job Title:	Maintenance I	FLSA Status:	Non-Exempt
Department:	121 - 005	Civil Service Status:	Non-Exempt

**SUMMARY**

Serves as general maintenance for Precinct. This is a responsible position that may involve minimal instruction or supervision. This is an unskilled manual labor position involved with maintenance of county roads and right-of-way, or servicing an operation such as brush collection, road patch work, and drainage clearing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Loads material, trash, brush, etc., onto truck. May sometime unload the same.
- Assists in cleaning equipment, hand tools and truck.
- May perform minor repairs to the tools, equipment and truck.
- May install culverts and other road repairs.
- Cuts high grass or weeds and picks up brush along County right-of way.
- Maintains shop area clean on daily basis.
- May patch County Roads.
- May operate chainsaw to clear right of way.
- Regular attendance is a must.
- Ability to work well with others.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION REQUIREMENTS**

- High School diploma or General Education degree (GED) preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's Insurance Carrier.

**OTHER SKILLS AND ABILITIES**

- Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment.
- Employees working in the installation of signs may use a jackhammer, pole hole digger, hole auger, air compressor, etc., but all employees will be trained on the job to handle

such tools.

Ability to read and interpret documents such as safety rules, maintenance instruction and procedure manuals.

Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.

Ability to calculate figures and amounts, such as simple addition, subtraction, multiplication and division in all units of measure.

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form.

Ability to understand, follow and give oral and written instructions.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually loud.

### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity that permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions that involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

### **ACCIDENT PREVENTION PROGRAM**

Required to follow all department safety regulations.

**Hidalgo County Budget Office**  
**FISCAL NOTE**

*\*Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.*

To: Commissioner' Court  
From: Valde Guerra, Budget Officer  
CC Date: Tuesday, November 04, 2008

Agenda Item: AI-12015

**Summary of request/proposal:**

**The Precinct No. 1 R & B Dept is requesting approval to delete two (2) vacant permanent full-time Maintenance I positions, slot no. 121-005-0059 & -0060 and approval to create one (1) permanent full time Diesel Mechanic position, slot no. 121-005-0078 budgeted at \$36,500.00.**

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1201	Maintenance I	0059	113	20,345.00	-20,345.00	-20,345.00
1201	Maintenance I	0060	113	20,345.00	-20,345.00	-20,345.00
1201	Diesel Mechanic	0078	113	0.00	36,500.00	36,500.00
						<b>-4,190.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
8-1201-431-00-121-005-0-	113	PCT.1 P/U RD- PERM F/T EMPL	(671.68)
8-1201-431-00-121-005-0-	211	PCT.1 P/U RD- HEALTH INSURANCE	(667.51)
8-1201-431-00-121-005-0-	212	PCT.1 P/U RD- LIFE INSURANCE	(5.29)
8-1201-431-00-121-005-0-	220	PCT.1 P/U RD- FICA	(51.38)
8-1201-431-00-121-005-0-	230	PCT.1 P/U RD- RETIREMENT	(58.97)
8-1201-431-00-121-005-0-	250	PCT.1 P/U RD- UNEMPLOYMENT COMP	(3.36)
8-1201-431-00-121-005-0-	260	PCT.1 P/U RD- WORKER'S COMP	(27.47)
		<b>2008 Budgetary Impact</b>	<b>(1,485.66)</b>

**2009 Budgetary Impact: (9,267.74)**

**Possible Funding Sources: Pct. 1 R & B funds.**

**Budget Office Recommendation:**

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**HIDALGO COUNTY  
COMMISSIONER COURT  
2008 SALARY SCHEDULE**

8-1201-431-00-121-005-0-XXX Pct. 1 P/U Rd.

AI 12015

Slot #	Obj Code	POSITION TITLE	2007 BUDGETED SALARY	2008 ADJUSTED SALARY	2008 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2008 BUDGETED SALARY APPROVED	2008 ACTUAL SALARY	General Expenses					2008 ACTUAL TOTAL COMPENSATION
											Travel	Printing	Supplies	Auto Allow	Other	
0001	113	CHIEF ADMINISTRATOR	77,250.00	0.00	77,250.00	4.00%	3,090.00	0.00	80,340.00	80,340.00	0.00	0.00	0.00	0.00	0.00	80,340.00
0002	113	BUDGET MANAGER	65,000.00	0.00	65,000.00	4.00%	2,600.00	0.00	67,600.00	67,600.00	480.00	0.00	0.00	0.00	0.00	68,080.00
0003	113	HR COORD	58,000.00	0.00	58,000.00	4.00%	2,320.00	0.00	60,320.00	60,320.00	1,080.00	0.00	0.00	0.00	0.00	61,400.00
0004	113	ADMINISTRATIVE ASSISTANT	54,549.00	0.00	54,549.00	4.00%	2,182.00	0.00	56,731.00	52,000.00	0.00	0.00	0.00	0.00	0.00	52,000.00
0005	113	R.O.W. DIRECTOR	45,895.00	0.00	45,895.00	4.00%	1,835.80	0.00	47,731.00	47,731.00	0.00	0.00	0.00	0.00	0.00	47,731.00
0006	113	INVENTORY COOR	45,000.00	0.00	45,000.00	4.00%	1,800.00	0.00	46,800.00	46,800.00	1,080.00	0.00	0.00	0.00	0.00	47,880.00
0007	113	ACCOUNTANT	45,000.00	0.00	45,000.00	4.00%	1,800.00	0.00	46,800.00	46,800.00	0.00	0.00	0.00	0.00	0.00	46,800.00
0009	113	COORDINATOR	40,755.00	0.00	40,755.00	4.00%	1,630.20	0.00	42,385.00	42,385.00	300.00	0.00	0.00	0.00	0.00	42,685.00
0010	113	SAFETY DIRECTOR	39,112.00	0.00	39,112.00	4.00%	1,564.00	0.00	40,676.00	39,445.00	420.00	0.00	0.00	0.00	0.00	39,865.00
0011	113	ASST FIELD/OP DIR	36,232.00	0.00	36,232.00	4.00%	1,449.28	0.00	37,681.00	37,681.00	360.00	0.00	0.00	0.00	0.00	38,041.00
0012	113	SPECIAL PROJ COORD	36,010.00	0.00	36,010.00	4.00%	1,440.40	0.00	37,450.00	37,450.00	480.00	0.00	0.00	0.00	0.00	37,930.00
0013	113	PAVING SUPVSR	34,888.00	0.00	34,888.00	4.00%	1,395.52	0.00	36,284.00	36,284.00	900.00	0.00	0.00	0.00	0.00	37,184.00
0014	113	SAFETY COORDIN	34,888.00	0.00	34,888.00	4.00%	1,395.52	0.00	36,284.00	36,284.00	0.00	0.00	0.00	0.00	0.00	36,284.00
0018	113	MAINTENANCE III	31,288.00	0.00	31,288.00	4.00%	1,251.52	0.00	32,540.00	32,540.00	1,080.00	0.00	0.00	0.00	0.00	33,620.00
0019	113	TRCK DRIVER I	31,288.00	0.00	31,288.00	4.00%	1,252.00	0.00	32,540.00	32,540.00	0.00	0.00	0.00	0.00	0.00	32,540.00
0020	113	HEAVY EQUIPMENT OPERATOR III	31,288.00	0.00	31,288.00	4.00%	1,251.52	0.00	32,540.00	32,540.00	720.00	0.00	0.00	0.00	0.00	33,260.00
0021	113	MAINTENANCE III	31,288.00	0.00	31,288.00	4.00%	1,252.00	0.00	32,540.00	32,321.00	0.00	0.00	0.00	0.00	0.00	32,321.00
0022	113	HEAVY EQUIPMENT OPERATOR I	31,288.00	0.00	31,288.00	4.00%	1,251.52	0.00	32,540.00	32,540.00	300.00	0.00	0.00	0.00	0.00	32,840.00
0023	113	Maintenance III	31,288.00	0.00	31,288.00	4.00%	1,251.52	0.00	32,540.00	32,540.00	0.00	0.00	0.00	0.00	0.00	32,540.00
0024	113	MAINTENANCE II	31,288.00	0.00	31,288.00	4.00%	1,251.52	0.00	32,540.00	32,540.00	480.00	0.00	0.00	0.00	0.00	33,020.00
0025	113	MAINTENANCE III	31,288.00	0.00	31,288.00	4.00%	1,252.00	0.00	32,540.00	32,540.00	0.00	0.00	0.00	0.00	0.00	32,540.00
0027	113	GRANTS SPECIALIST	31,078.00	0.00	31,078.00	4.00%	1,243.00	0.00	32,321.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0028	113	TRF CTRL SPC I	30,787.00	0.00	30,787.00	4.00%	1,231.48	0.00	32,018.00	32,018.00	600.00	0.00	0.00	0.00	0.00	32,618.00
0029	113	MECHANIC II	29,834.00	0.00	29,834.00	4.00%	1,193.36	0.00	31,027.00	31,027.00	300.00	0.00	0.00	0.00	0.00	31,327.00
0030	113	HEAVY EQ OP II	29,094.00	0.00	29,094.00	4.00%	1,163.76	0.00	30,258.00	30,258.00	1,260.00	0.00	0.00	0.00	0.00	31,518.00
0031	113	MAINTENANCE III	28,067.00	0.00	28,067.00	4.00%	1,122.68	0.00	29,190.00	29,190.00	0.00	0.00	0.00	0.00	0.00	29,190.00
0033	113	CLERK/RECEPTIONIST	26,938.00	0.00	26,938.00	4.00%	1,077.52	0.00	28,016.00	28,016.00	0.00	0.00	0.00	0.00	0.00	28,016.00
0034	113	MECHANIC I	26,938.00	0.00	26,938.00	4.00%	1,078.00	0.00	28,016.00	21,725.00	0.00	0.00	0.00	0.00	0.00	21,725.00
0035	113	HEAVY EQ OP III	26,786.00	0.00	26,786.00	4.00%	1,071.44	0.00	27,857.00	27,857.00	1,320.00	0.00	0.00	0.00	0.00	29,177.00
0036	113	HEAVY EQ OP II	26,781.00	0.00	26,781.00	4.00%	1,071.24	0.00	27,852.00	27,852.00	840.00	0.00	0.00	0.00	0.00	28,692.00
0037	113	MAINTENANCE II	26,781.00	0.00	26,781.00	4.00%	1,071.00	0.00	27,852.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0038	113	HEAVY EQ OP II	26,781.00	0.00	26,781.00	4.00%	1,071.00	0.00	27,852.00	27,852.00	0.00	0.00	0.00	0.00	0.00	27,852.00
0039	113	TRUCK DRIVER III	25,991.00	0.00	25,991.00	4.00%	1,040.00	0.00	27,031.00	27,031.00	0.00	0.00	0.00	0.00	0.00	27,031.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2008 SALARY SCHEDULE**

8-1201-431-00-121-005-0-XXX Pct. 1 P/U Rd.

AI 12015

0040	113	MAINTENANCE I	25,776.00	0.00	25,776.00	4.00%	1,031.00	0.00	26,807.00	26,807.00	0.00	0.00	0.00	0.00	0.00	26,807.00
0041	113	TRUCK DRIVER III	25,025.00	0.00	25,025.00	4.00%	1,001.00	0.00	26,026.00	26,026.00	780.00	0.00	0.00	0.00	0.00	26,806.00
0042	113	MAINTENANCE II	24,562.00	0.00	24,562.00	4.07%	1,000.00	0.00	25,562.00	25,562.00	0.00	0.00	0.00	0.00	0.00	25,562.00
0043	113	TRCK DRIVER III	24,562.00	0.00	24,562.00	4.07%	1,000.00	0.00	25,562.00	25,562.00	0.00	0.00	0.00	0.00	0.00	25,562.00
0044	113	TRCK DRIVER I	23,607.00	0.00	23,607.00	4.24%	1,000.00	0.00	24,607.00	24,607.00	0.00	0.00	0.00	0.00	0.00	24,607.00
0045	113	HEAVY EQIPMENT OPERATOR III	23,607.00	0.00	23,607.00	4.24%	1,000.00	0.00	24,607.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0046	113	HEAVY EQ OP I	23,334.00	0.00	23,334.00	4.29%	1,000.00	0.00	24,334.00	24,334.00	420.00	0.00	0.00	0.00	0.00	24,754.00
0047	113	TRUCK DRIVER III	23,334.00	0.00	23,334.00	4.29%	1,000.00	0.00	24,334.00	24,334.00	0.00	0.00	0.00	0.00	0.00	24,334.00
0048	113	TRUCK DRIVER III	23,000.00	0.00	23,000.00	4.35%	1,000.00	0.00	24,000.00	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00
0049	113	TRCK DRVER III	23,000.00	0.00	23,000.00	4.35%	1,000.00	0.00	24,000.00	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00
0050	113	TRCK DRIVER III	23,000.00	0.00	23,000.00	4.35%	1,000.00	0.00	24,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0051	113	HEAVY EQ OP I	22,483.00	0.00	22,483.00	4.45%	1,000.00	0.00	23,483.00	23,483.00	1,080.00	0.00	0.00	0.00	0.00	24,563.00
0052	113	MAINTENANCE I	22,236.00	0.00	22,236.00	4.50%	1,000.00	0.00	23,236.00	23,236.00	0.00	0.00	0.00	0.00	0.00	23,236.00
0053	113	MAINTENANCE I	22,236.00	0.00	22,236.00	4.50%	1,000.00	0.00	23,236.00	23,236.00	0.00	0.00	0.00	0.00	0.00	23,236.00
0054	113	HEAVY EQ OP I	22,033.00	0.00	22,033.00	4.54%	1,000.00	0.00	23,033.00	23,033.00	0.00	0.00	0.00	0.00	0.00	23,033.00
0055	113	DATA ENTRY CLERK	20,988.00	0.00	20,988.00	4.76%	1,000.00	0.00	21,988.00	21,988.00	0.00	0.00	0.00	0.00	0.00	21,988.00
0056	113	HEAVY EQUIPMENT OPERATOR III	20,985.00	0.00	20,985.00	4.77%	1,000.00	0.00	21,985.00	21,985.00	360.00	0.00	0.00	0.00	0.00	22,345.00
0057	113	MAINTENANCE I	20,635.00	0.00	20,635.00	4.85%	1,000.00	0.00	21,635.00	21,635.00	0.00	0.00	0.00	0.00	0.00	21,635.00
0058	113	MAINTENANCE I	20,635.00	0.00	20,635.00	4.85%	1,000.00	0.00	21,635.00	21,635.00	0.00	0.00	0.00	0.00	0.00	21,635.00

**Approval to delete two (2) vacant permanent full-time Maintenance I positions, slot no. 0059 & 0060 budgeted at \$20,345.00 each, pending CC approval**

0059	113	MAINTENANCE I	19,345.00	0.00	19,345.00	5.17%	1,000.00	0.00	20,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0060	113	MAINTENANCE I	19,345.00	0.00	19,345.00	5.17%	1,000.00	0.00	20,345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0061	113	ADMINISTRATIVE ASSISTANT	46,400.00	0.00	46,400.00	4.00%	1,856.00	0.00	48,256.00	48,256.00	0.00	0.00	0.00	0.00	0.00	48,256.00
T062	121	HEAVY EQ OP I	20,985.00	0.00	20,985.00	0.00%	0.00	0.00	20,985.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T063	121	HEAVY EQ OP I	20,985.00	0.00	20,985.00	0.00%	0.00	0.00	20,985.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T064	121	HEAVY EQ OP II	26,781.00	0.00	26,781.00	0.00%	0.00	0.00	26,781.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T065	121	MAINTENANCE I	20,635.00	0.00	20,635.00	0.00%	0.00	0.00	20,635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T066	121	MAINTENANCE II	25,000.00	0.00	25,000.00	0.00%	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T067	121	MAINTNENANCE III	31,000.00	0.00	31,000.00	0.00%	0.00	0.00	31,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T068	121	HEAVY EQ OP II	26,624.00	0.00	26,624.00	0.00%	0.00	0.00	26,624.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T069	121	HEAVY EQ OP II	26,624.00	0.00	26,624.00	0.00%	0.00	0.00	26,624.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
T070	121	MAINTENANCE I	20,634.00	0.00	20,634.00	0.00%	0.00	0.00	20,634.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0071	113	COMMUNITY LIAISON	42,000.00	0.00	42,000.00	0.00%	0.00	0.00	42,000.00	42,000.00	0.00	0.00	0.00	0.00	0.00	42,000.00
0072	113	DIRECTOR OF OPERATIONS	0.00	65,265.00	65,265.00	0.00%	0.00	0.00	65,265.00	65,265.00	0.00	0.00	0.00	0.00	0.00	65,265.00
0073	113	MAINTENANCE III	0.00	32,000.00	32,000.00	0.00%	0.00	0.00	32,000.00	32,000.00	0.00	0.00	0.00	0.00	0.00	32,000.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2008 SALARY SCHEDULE**

**8-1201-431-00-121-005-0-XXX Pct. 1 P/U Rd.**

**AI 12015**

0074	113	TIRE REPAIR/MAINTENANCE	0.00	22,000.00	22,000.00	0.00%	0.00	0.00	22,000.00	22,000.00	0.00	0.00	0.00	0.00	0.00	22,000.00
0075	113	RESEARCH & DEVELOPMENT COORDINATOR	0.00	42,000.00	42,000.00	0.00%	0.00	0.00	42,000.00	42,000.00	0.00	0.00	0.00	0.00	0.00	42,000.00
0076	113	CONTRACTS MANAGER	0.00	42,000.00	42,000.00	0.00%	0.00	0.00	42,000.00	42,000.00	0.00	0.00	0.00	0.00	0.00	42,000.00
0077	113	MECHANIC III	0.00	37,440.00	37,440.00	0.00%	0.00	0.00	37,440.00	37,440.00	0.00	0.00	0.00	0.00	0.00	37,440.00
0078	113	DIESEL MECHANIC	0.00	36,500.00	36,500.00	0.00%	0.00	0.00	36,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,980,135.00	240,705.00	2,220,840.00		70,838.80	0.00	2,291,681.00	1,910,471.00	14,640.00	0.00	0.00	0.00	0.00	1,925,111.00

Approval to create one (1) new permanent full time Diesel Mechanic position, slot no. 0078, budgeted at \$36,500.00, pending CC approval.

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department's safety regulations.