

**AI-11547**

**4.**

**Position Reclassification  
DRAINAGE DISTRICT**

Date: 10/07/2008  
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT  
Submitted For: Drainage District No. 1  
Department: BUDGET & MANAGEMENT

Information

CAPTION

- A. Approval to reclassify one regular full-time position, slot no. 2, from Clerk to Accounting Clerk at same budgeted salary.
- B. Approval of revised salary schedule.

BACKGROUND

Title change only. Salary and job duties to remain the same.

Fiscal Impact

FISCAL YEAR: ACCOUNT #:  
 FUNDS AVAILABLE? Y/N: MATCHING FUNDS? Y/N:  
 BUDGETARY IMPACT:  
 No fiscal impact. RC

Attachments

- Link: [Clerk Job Description](#)
- Link: [Accounting Clerk](#)
- Link: [Salary Schedule](#)
- Link: [LOT](#)
- Link: [PAR](#)
- Link: [Recommendation](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	10/02/2008 03:18 PM	APRV
2	Budget & Management	Veronica Lopez	10/03/2008 03:52 PM	APRV
3	Court Administrator	Angela Garcia	10/03/2008 04:20 PM	APRV
Form Started By: Rosie Cantu			Started On: 10/02/2008 01:20 PM	
Final Approval Date: 10/03/2008				

# HIDALGO COUNTY DRAINAGE DISTRICT #1

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JOB TITLE: Clerk

FLSA STATUS: Non-Exempt

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DEPARTMENT: 000

CIVIL SERVICE STATUS: Non-Exempt

**General Description:** Employee will be performing miscellaneous clerical duties and processing billing. Ability to follow existing District purchasing policies.

## **Essential Duties and Responsibilities**

- Employee must have ability to follow District purchasing policies and will be responsible for processing invoices for payment.
- Maintain vendor files, be abreast of current financial District Accounts;
- Employee will type, file, run copies, fax information and answer phones as necessary;
- Employee will also drive to various county departments/cities to deliver or collect various correspondence, mail, packages, etc.;
- Collect fees for Drainage District review funds and maps.

## **Education and/or Experience**

- High school diploma or general education degree (GED);
- Must have at least 2 years experience in similar position;
- Type at least 50 wpm and be computer literate with Microsoft XP (Excel, Word);
- Must be able to use the District's accounting software, MIP.

## **Certificates, Licenses, Registrations**

- Must possess a valid Texas Drivers license;
- Must be able to be insured the District's insurance carrier.

## **Other skills and abilities**

- Ability or demonstrated ability to learn to operate a computer, calculator, facsimile and telephone;
- Ability to work quickly and accurately with numbers and maintain neat, well-organized records;
- Ability to use standard word processing, data inquiry and spreadsheet programs;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must have the ability to operate personal computer and other office equipment.

## **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, walk, sit, 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 twenty-five (25) 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **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 which permits:

- Making sound decisions and using good judgment
- Handling financial affairs effectively and honestly
- Maintaining confidentiality
- 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 departments' safety regulations.

# HIDALGO COUNTY DRAINAGE DISTRICT #1

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JOB TITLE: Accounting Clerk

FLSA STATUS: Non-Exempt

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DEPARTMENT: 000

CIVIL SERVICE STATUS: Non-Exempt

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## Hidalgo County 2008 Salary Schedule

**Drainage District No. 1- Administration  
08-110-415-003-41130-**

Slot No.	Position Title	2008 Budgeted Salary
1	CUSTODIAN	19,457.96
	s/b ACCOUNTING CLERK	
	↓	
<del>2</del>	<del>CLERK</del>	<del>30,392.70</del>
3	CONTRACTS MANAGER / AP CLERK	36,617.43
4	SECRETARY	37,006.48
5	LANDMAN	61,266.98
6	DISTRICT ADMINISTRATIVE ASSISTANT	65,351.44
7	FINANCIAL OFFICER	73,520.37
8	GIS Operator	50,985.00
9	JR ACCOUNTANT	40,309.30
10	BUYER	51,912.00
11	ACCOUNTANT	44,100.00
12	Hydraulic Eng. Technician	60,000.00

**POSITION TITLE ONLY, PENDING CC APPROVAL.**



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Thursday, October 02, 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: 11547

C.C. Date: 10/07/2008

Dept: DRAINAGE DISTRICT NO. 1

*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: Sylvia Rios

Title: Chief Adm.

Date: 10-02-08

RECEIVED

OCT - 2 2008

Human Resources *PR*

Time: 3:15 pm

Post-It® Fax Note 7671

To <i>Ama Trevino</i>	Date <i>10-1-08</i>	# of pages <i>2</i>
Co./Dept. <i>D.B.M</i>	From <i>Agulles</i>	
Phone #	Co. <i>HCDDI</i>	
Fax # <i>292-7095</i>	Phone #	Fax # <i>292-7088</i>

# DALGO COUNTY

## Personnel Adjustment Request Form

*HCDDI*

DATE: Enter Date *9-15-08*

CURRENT POSITION TITLE: Enter position Title *Clerk*

CURRENT SLOT #: Enter current *2*

REQUESTED POSITION TITLE: Enter New Position Title *Acct Clerk*  
(For new positions or reclassifications)

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ *30,392.70* / Current Budgeted Salary     
\$ \_\_\_\_\_ / Proposed Budgeted Salary     
\$ *0* / 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.)
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- CIVIL SERVICE:**
- Exempt       FLSA: Exempt
- Non-Exempt       Non-Exempt

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

*Currently employee receives all invoices, issues purchase orders and process all bills to acct. payable. The duties will not change only the classification. We are in the process of creating a Front Desk Clerk so we would like the clerk position to be classified accounting clerk instead of "Clerk".*

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

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

*Duties will remain the same.*

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Rodriguez* *9-15-08*  
DEPARTMENT HEAD DATE

2. *E. Cortez* \_\_\_\_\_  
HUMAN RESOURCES DIRECTOR DATE

3. *Will Ortiz* *10/2/08*  
DEPARTMENT OF BUDGET & MANAGEMENT DATE

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

5. *Norma B. Garcia* *10/02/08*

FUNDING AVAILABLE IN DEPT. BUDGET  YES  NO  
PERSONNEL PROCEDURES COMPLETED  YES  NO  
BUDGET PROCEDURES COMPLETED  YES  NO



# HIDALGO COUNTY

## RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: Drainage District No. 1

REQUEST DATE: 10/02/08

DEPARTMENT NUMBER:

PROGRAM NUMBER:

CURRENT SLOT #: 2

### DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

CLERK

\$30,392.70

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

ACCOUNTING CLERK

\$30,392.70

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

ACCOUNTING CLERK

\$30,392.70

Classification/Position Title

Pay Grade/Salary

COMMENTS:

**TITLE CHANGE ONLY. SALARY AND DUTIES TO REMAIN THE SAME.**

### SIGNATURES

*Esther A. Cortez / HR*

Human Resources Representative

*10-02-08*

Date

*Norma G. Garcia*

County Treasurer Representative

*10/02/08*

Date

*Renee Orley*

Budget & Management Representative

*10/02/08*

Date

**AI-11546**

**5.**

**RMA**

**DRAINAGE DISTRICT**

Date: 10/07/2008  
Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT  
Submitted For: Sylvia Sanchez  
Department: DRAINAGE DISTRICT

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Information

**CAPTION**

Discussion regarding development of coordination between Hidalgo County Drainage District #1 and Hidalgo County Regional Mobility Authority in reference to roadway improvements in Hidalgo County.

**BACKGROUND**

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Fiscal Impact

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Attachments

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*No file(s) attached.*

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Form Routing/Status

<b>Route Seq</b>	<b>Inbox</b>	<b>Approved By</b>	<b>Date</b>	<b>Status</b>
1	Budget & Management	Angela Garcia	10/02/2008 03:18 PM	APRV
2	Budget & Management	Veronica Lopez	10/02/2008 03:32 PM	APRV
3	Court Administrator	Angela Garcia	10/02/2008 03:51 PM	APRV

Form Started By: Sylvia Sanchez  
Started On: 10/02/2008 01:12 PM

Final Approval Date: 10/02/2008

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**AI-11527**  
**interlocal**  
**DRAINAGE DISTRICT**

**6.**

Date: 10/07/2008  
Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT  
Submitted For: Sylvia Sanchez  
Department: DRAINAGE DISTRICT

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Information

CAPTION

Approval of Interlocal Cooperation Agreement Between Hidalgo County Drainage District #1 and Hidalgo County Irrigation District #5 as it relates to levee improvement project, DHS Seg 0-9 Phase II.

BACKGROUND

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Fiscal Impact

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Attachments

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*No file(s) attached.*

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Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Angela Garcia	10/02/2008 03:18 PM	APRV
2	Budget & Management	Veronica Lopez	10/02/2008 03:31 PM	APRV
3	Court Administrator	Angela Garcia	10/02/2008 03:51 PM	APRV

Form Started By: Sylvia Sanchez  
Started On: 10/02/2008 09:22 AM

Final Approval Date: 10/02/2008

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**AI-11445**

**7.**

**Tosper Rd.**

**DRAINAGE DISTRICT**

Date: 10/07/2008

Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT

Submitted For: Sylvia Sanchez

Department: DRAINAGE DISTRICT

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Information

**CAPTION**

Approval of Payment Request #2 from Valley Paving, Inc. for Trosper Road Drainage Outfall. (Engineer Javier Hinojosa)

**BACKGROUND**

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Fiscal Impact

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Attachments

*No file(s) attached.*

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Form Routing/Status

<b>Route Seq</b>	<b>Inbox</b>	<b>Approved By</b>	<b>Date</b>	<b>Status</b>
1	Budget & Management	Angela Garcia	10/02/2008 03:18 PM	APRV
2	Budget & Management	Veronica Lopez	10/02/2008 03:28 PM	APRV
3	Court Administrator	Angela Garcia	10/02/2008 03:50 PM	APRV

Form Started By: Sylvia Sanchez  
Started On: 09/26/2008 02:41 PM

Final Approval Date: 10/02/2008

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**AI-11431**

**8.**

**invoice #2227 payment to R.Gutierrez for material testing  
DRAINAGE DISTRICT**

Date: 10/07/2008  
Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT  
Submitted For: Sylvia Sanchez  
Department: DRAINAGE DISTRICT

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Information

**CAPTION**

- A. Approval to rescind action taken on 9/23/08 item #6 (AI-11243)"approving payment of invoice #2257 to Raba-Kistner"
- B. Approval to pay invoice #2257 to R. Gutierrez Engineering Corporation for material testing as it relates to North San Juan Lateral (Minnesota Rd. Crossing)

**BACKGROUND**

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Fiscal Impact

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Attachments

*No file(s) attached.*

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Form Routing/Status

<b>Route Seq</b>	<b>Inbox</b>	<b>Approved By</b>	<b>Date</b>	<b>Status</b>
1	Budget & Management	Dina Trevino	09/26/2008 09:21 AM	APRV
2	Court Administrator	Angela Garcia	09/26/2008 10:22 AM	APRV

Form Started By: Sylvia Sanchez  
Started On: 09/25/2008 04:15 PM  
Final Approval Date: 09/26/2008

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