

AI-12062
engagement letter
DRAINAGE DISTRICT

4.

Date: 11/04/2008
Submitted By: Lora Briones, DRAINAGE DISTRICT
Submitted For: Lora Briones
Department: DRAINAGE DISTRICT

Information

CAPTION

Request approval and acceptance of Engagement Letter with Burton McCumber and Cortez L.L.P, Certified Public Accountants for the District 2008 Financial and Single Audit.

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Lora Briones Started On: 10/31/2008 01:16
PM
Final Approval Date: 10/31/2008

AI-12033

5.

Right of entry

DRAINAGE DISTRICT

Date: 11/04/2008
Submitted By: Sylvia Sanchez, DRAINAGE DISTRICT
Submitted For: Sylvia Sanchez
Department: DRAINAGE DISTRICT

Information

CAPTION

- A. Approval of Right of entry for tract of land containing 0.988 of one acre (43,050 sq.ft.) within the city of McAllen, Hidalgo County Texas being part or portion of Lot 6, Section 5, recorded in V/Q, page 77 Hidalgo County Deed Records.
- B. Approval for appraisal of parcel as it relates to 0.988 of one acre to Lot 6, Section 5 Hidalgo Canal Co. Subdivision.
- C. Approval to create a new full time Front Desk Clerk position, slot #13, set salary of \$20,700.00 (Acct. 08-110-415-003-41130)
- D. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

Attachments

Link: [LOT, PAR form, Job Description, Sal. Schedule](#)

Form Routing/Status

Form Started By: Sylvia Sanchez Started On: 10/30/2008 12:13 PM
Final Approval Date: 10/31/2008



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 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: 12033

C.C. Date: 11/04/2008

Dept: Drainage District

Human Resources Dept:

Received By: Esther Cortez

Title: HR Director

Date: 10/31/2008

Time: 4:30 PM

RECEIVED

OCT 31 2008

Human Resources

Hidalgo County 2008 Salary Schedule

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

#	EMPLOYEE NAME	CLASSIFICATION	2008
1	Garcia, Ana	ACCOUNTING CLERK	30,392.70
2	Pena, Maria S.	CUSTODIAN	19,457.96
3	Cavazoz, Claudette	CONTRACTS MANAGER / AP CLERK	36,617.43
4	Rodriguez, Patricia	SECRETARY	37,006.48
5	Vacant	LANDMAN	61,266.98
6	Sanchez, Sylvia	DISTRICT ADMINISTRATIVE ASSISTANT	65,351.44
7	Briones, Lora Dolores	FINANCIAL OFFICER	73,520.37
8	Pecina, Asael	GIS Operator	50,985.00
9	Garcia, Richard Mark	JR ACCOUNTANT	40,309.30
10	Salazar, Jaime J.	BUYER	51,912.00
11	Luna, Miverva Castillo	ACCOUNTANT	44,100.00
12	Saldivar, Jose Noe	Hydraulic Eng. Technician	60,000.00
13		Front Desk Clerk	20,700.00
	Total		591,619.66

New Position, Front Desk Clerk Pending CC Approval.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
HCDD1

DATE: Enter Date
10-31-08

CURRENT POSITION TITLE: Enter position Title

N/A None

CURRENT SLOT #: Enter current

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

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary
 \$ 20,700.00 Proposed Budgeted Salary
 \$ _____ Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other HCDD#1 Budget (Not County Budget)

POSITION Type:

- Full Time Employee Object 113
 Part Time Employee Object 114

 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part 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

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

Position needed for front office

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

included

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Dorthea Granga</u> DEPARTMENT HEAD	<u>10/31/08</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	_____ HUMAN RESOURCES DIRECTOR	_____ DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	_____ DEPARTMENT OF BUDGET & MANAGEMENT	_____ DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS COURT APPROVAL	_____ DATE	_____	_____	_____

HIDALGO COUNTY DRAINAGE DISTRICT #1

JOB TITLE: Front Desk Clerk

FLSA STATUS: Non-Exempt

DEPARTMENT: 000

CIVIL SERVICE STATUS: Non-Exempt

General Description: Employee will be performing miscellaneous clerical duties.

Essential Duties and Responsibilities

- Employee will answer phones, transfer calls, take messages, greet and attend walk-ins.
- 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.
- Notify consultants when plats or drainage reports are ready for pick-up.
- Receive building applications for processing;
- Notify Planning Department when applications/plats are ready for pick-up;
- Scan drainage reports, and other material that requires scanning;
- Receive, stamp and log all deliveries from consultants.

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).

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;
- Ability to work well with others.

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.

AI-12017
ROW/BA
DRAINAGE DISTRICT

6.

Date: 11/04/2008
Submitted By: Minerva Luna, DRAINAGE DISTRICT
Submitted For: Lora Briones
Department: DRAINAGE DISTRICT

Information

CAPTION

A. Request approval to purchase right of way acquisition for Parcel #1 Cause No. CCD-006-A for the Donna/Weslaco Expressway 83 Drainage.

B. Request approval of Budget Amendment from the District General Fund to appropriate for the purchase of 19.32 acres for the Donna/ Weslaco Expressway 83 Drainage Parcel #1 and materials needed for Monica Acres Drainage Outfall Precinct 3 and Exp 83/Bridge Ave. Project.

BACKGROUND

Fiscal Impact

Attachments

Link: [BA](#)

Form Routing/Status

Form Started By: Minerva Luna Started On: 10/30/2008 08:01 AM
Final Approval Date: 10/31/2008

AI-12035
RCP 54" Advertise
DRAINAGE DISTRICT

7.

Date: 11/04/2008
Submitted By: Jaime Salazar, DRAINAGE DISTRICT
Department: DRAINAGE DISTRICT

Information

CAPTION

Requesting approval to advertise for " 54" RCP Outfall Re-Alignment to Lateral 18B".

BACKGROUND

Fiscal Impact

Attachments

No file(s) attached.

Form Routing/Status

Form Started By: Jaime Salazar
Started On: 10/30/2008 12:52 PM
Final Approval Date: 10/31/2008
