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# HIDALGO COUNTY

## RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

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DEPARTMENT NAME: COUNTY TREASURER REQUEST DATE: 05/01/09  
 DEPARTMENT NUMBER: 150 PROGRAM NUMBER: 001  
 CURRENT SLOT #: 0002

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### DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

<u>OFFICE MANAGER</u>	<u>\$54,600.00</u>
Classification/Position Title	Pay Grade/Salary

REQUESTED ADJUSTMENT:

<u>CHIEF DEPUTY II</u>	<u>\$63,599.00</u>
Classification/Position Title	Pay Grade/Salary

### COMMITTEE RECOMMENDATION

<u>CHIEF DEPUTY II</u>	<u>\$63,599.00</u>
Classification/Position Title	Pay Grade/Salary

COMMENTS:

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### SIGNATURES

*Isela A. Cobley*  
 Human Resources Representative

*5/4/2009*  
 Date

*ABSTAIN ngs*  
 County Treasurer Representative

\_\_\_\_\_  
 Date

*Rose Pulgar*  
 Budget & Management Representative

*5/04/09*  
 Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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**DEPARTMENT NAME/NUMBER:** Hidalgo County Treasurer's Office #150

**DATE:** 05/01/08

**CURRENT POSITION TITLE:** Office Manager

**CURRENT SLOT. #:** 150-001-002

**REQUESTED POSITION TITLE:** Chief Deputy II  
(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:    \$ 54,600.00      \$ 63,599.00      \$ 8,999.00  
    Current Budgeted Salary      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 \_\_\_\_\_

**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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<b>CIVIL SERVICE:</b> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> N/A <input type="checkbox"/>	<b>FLSA:</b> Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
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**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

This adjustment is necessary and essential to properly compensate this employee for duties and responsibilities of department in the absence of the County Treasurer.

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

Current job description attached

New job description attached

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

This employee has been performing the duties and responsibilities of second in command since 2000; the responsibilities of directing, supervising, implementing procedures, and decision making; as well as being an current Certified Investment Officer (CIO) and authorized to assist in the investment of several millions in County funds, in the absence of the County Treasurer.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

Under Classification Plan - Office Manager Grade 15 Step 1 (54,526.00) to Chief Deputy II Grade 17 Step 1 (63,599.00)

1.	<u><i>Norma G. Garcia</i></u> DEPARTMENT HEAD	<u>05/01/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Robert A. Coles</i></u> HUMAN RESOURCES DIRECTOR	<u>5/4/2009</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>Karel Olegun</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/01/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

## **HIDALGO COUNTY TREASURERS DEPARTMENT**

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<b>Job Title:</b>	<b>Office Manager</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Dept No:</b>	<b>150-001</b>	<b>Service Status:</b>	<b>Exempt</b>

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### **SUMMARY:**

To provide assistance to the County Treasurer regarding all operations and activities of the Hidalgo County Treasury and to perform a variety of administrative and clerical duties. Receive minimal degree of supervision from the County Treasurer and exercise supervision of staff during County Treasurer's absence.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure proper signature of county checks to be disbursed. (i.e., Jury Script, Instant Cash, Payroll, Accounts Payable).
- Work closely with County Treasurer, Auditor's and finance personnel in investing county money.
- Maintain maturity dates on investments and process release when due.
- Issue payroll checks bi-weekly, ensuring proper distribution to all departments.
- Disburse all vendor checks after Commissioners' Court approval.
- Research files for checks lost or not received by vendors.
- Issue stop payments of checks.
- Maintain daily cash flow information and accountability.
- Prepare monthly Time Payment Reports to State Comptroller.
- Prepare quarterly State Court Costs and Arrest Fees Report to State Comptroller.
- Prepare quarterly Filing Fee for Legal Services for Indigent to State Comptroller.
- Prepare quarterly report to Commissioners' Court in detail monies invested.
- Answers questions and provide information to other departments, divisions, outside agencies and the general public, respond to and resolve routine and sensitive inquiries or complains, refer complex issues to appropriate staff.
- Perform a wide variety of administrative and clerical duties including typing, filing and telephone reception, prepare/maintain/update a variety of files, records and filing system, purge and archive obsolete files yearly.
- Assume responsibilities of County Treasurer in the incumbent's absence.
- Brief Treasurer of all situations.
- All other duties as assigned, i.e. routing interdepartmental messages or memos, retrieving mail from the County Judge's office, enforcing the safety code around the office, opening and locking the vault daily.
- Receive and receipt incoming monies from all sources on a daily basis as needed (backup only).
- Prepare warrants and deposit all monies received daily into proper accounts at county depository bank as needed.
- Regular attendance is a must.

## **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 duties and responsibilities.

## **EDUCATION and/or EXPERIENCE:**

- Bachelor of Business Administration (BBA) in Accounting or Finance.
- Three years of increasingly responsible office training with some investment knowledge.
- Knowledge of PFIA (Public Funds Investment Act) preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess proof of current valid Texas Motor Vehicle Operator's License
- Must be able to be insured by the county's insurance carrier.

## **OTHER SKILLS AND ABILITIES:**

- Knowledge of accounting principles, interest rates, and stock market.
- Work quickly and accurately with numbers and maintain neat, well organized records.
- Operate a 10-key calculator by touch.
- Communicate effectively both orally and in writing.
- Use word processing and spreadsheet computerized programs.
- Operate personal computer, calculators, cash register, facsimile and telephone.
- Establish and maintain effective working relationships with other county employees, county officials, banking and securities personnel, and the general public.
- Bilingual preferred.
- 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 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

## **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;
- 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  
TREASURERS DEPARTMENT**

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Job Title:	Chief Deputy <i>II</i>	FLSA Status:	Exempt
Dept No:	150-001	<i>Civil</i> Service Status:	Exempt

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**SUMMARY:**

To provide assistance to the County Treasurer in the directing, controlling and managing of County and Drainage District #1 financial operations; plans, organizes and directs activities of the County Treasurer's Office accounting, receipting and payroll divisions; and performs other related work as required, receiving minimal degree of supervision from the County Treasurer; addresses issues/concerns and exercises supervision of staff during County Treasurer's absence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Directs, controls and manages the County and Drainage District #1 financial operations based on County Treasurer regulations;
- Directs professional and technical staff engaged in accounting, receipting and payroll divisions;
- Provides advice to county departments and Treasurer's division on a variety of policy and procedural matters related to effective County government operation;
- Assists the County Treasurer in the preparation of monthly investment reports to Commissioners' Court for review and approval;
- Present County Treasurer issues/concerns to Commissioners' Court for approval in the absence of the County Treasurer;
- Prepares and monitors annual cash flow throughout the year;
- Prepares and monitors County Treasurer's Office annual salary and expenditure budget to ensure smooth operation;
- Responsible for the facilitation and coordination of multi-departmental financial and accounting issues/concerns to ensure a comprehensive approach in managing funds;
- Plans, coordinates, and organizes policies, procedures, applications, systems and projects;
- Evaluates complex accounting, receipting and payroll issues and implement solutions;
- Interpret and apply legislation that affect County accounting, receipting and payroll concepts;
- Establish and maintain effective working relationships with Elected Officials, Department Heads, and County employees;
- Establishes office standards and evaluates performance;
- Makes independent judgments on accounting, receipting and payroll issues;
- Assumes responsibilities of County Treasurer in the incumbent's absence;
- Briefs Treasurer of all situations.

## **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 duties and responsibilities.

## **EDUCATION and/or EXPERIENCE:**

- Bachelor of Business Administration (BBA) in Accounting or Finance or;
- At least three years of increasingly responsible office training with extensive investment knowledge;
- Must have working knowledge of PFIA (Public Funds Investment Act);
- Must be familiar and have working knowledge of Investment Collateral Act.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess proof of current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the county's insurance carrier;

## **OTHER SKILLS AND ABILITIES:**

- Knowledge of accounting principles, interest rates, and stock market;
- Work quickly and accurately with numbers and maintain neat, well organized records;
- Operate a 10-key calculator by touch;
- Must be able to communicate effectively both orally and in writing;
- Use word processing and spreadsheet computerized programs;
- Operate personal computer, calculators, cash register, facsimile and telephone;
- Establish and maintain effective working relationships with other county employees, county officials, banking and securities personnel, co-workers and the general public;
- Bilingual (English/Spanish) preferred;
- 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 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

## **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;
- 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;