



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. # 1 / 121

DATE: Dec. 21, 2009

CURRENT POSITION TITLE: Chief Administrator

CURRENT SLOT #: T087

REQUESTED POSITION TITLE:
(For new positions or reclassifications) Chief Administrator

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 84,357.00 ^{0.00} ~~84,357.00~~
 \$ 84,357.00
 \$ 84,357.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget 1201-431-00-121-005
 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:

Jan. 1, 2010 April 30, 2010 M-F, 8-5 40 4 months
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)

This is a temporary position required due to the current Chief Administrator out on Leave of Absence.



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POSITION SALARY REQUEST:

Salary Amount: \$ 84,357.00 \$ 84,357.00 \$ 0
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1201-431-00-121-005
 Annual Budget Cycle
 Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113
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TEMPORARY POSITIONS:

Jan. 1, 2010 April 30, 2010 M-F 8-5 40 4 months
Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: **FLSA:**
 Exempt Exempt
 Non-Exempt Non-Exempt
 N/A

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

This is a temporary position required due to the current Chief Administrator out on Leave of Absence.



HIDALGO COUNTY

Personnel Adjustment Request Form

2

DEPARTMENT NAME/NUMBER:

DATE:

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE:
(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: \$ 84,357.00 Current Budgeted Salary
 \$ 84,357.00 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:

01/01/2010 Start Date
 April 30, 2010 End Date
 M-F-8-5 Working Days & Hours
 40 Hours Per Week
 4 months Duration (2 weeks, 3 months, etc.)

- CIVIL SERVICE:**
 Exempt Non-Exempt
 Non-Exempt N/A
- FLSA:**
 Exempt Non-Exempt

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

This temporary position is required due to the permanent Chief Administrator taking a leave of absence

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

[Signature]
DEPARTMENT HEAD

12/21/09
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. [Signature]
HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. [Signature]
DEPARTMENT OF BUDGET & MANAGEMENT

12/23/2009
DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONERS COURT APPROVAL

DATE

COUNTY *of* HIDALGO



SYLVIA S. HANDY

County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733
(956) 969-1417 Fax

FACSIMILE TRANSMITTAL SHEET

TO: *Dina* FROM: *Dr. Lorie Ochoa Jr*

COMPANY: *Budget* DATE: *12/21/09*

RECIPIENT'S FAX NUMBER: *956-292-7035* TOTAL NO. OF PAGES INCLUDING COVER: *3*

SENDER'S PHONE NUMBER: *(956) 968-8733* SENDER'S FAX NUMBER: *(956) 969-1417*

RE:

= URGENT = FOR REVIEW = PLEASE COMMENT = PLEASE REPLY = PLEASE RECYCLE

The information contained in or attached to this facsimile message is privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us by telephone and return the original message to us via mail at the above stated address. Thank you.



Joseph palacios } Admin

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

Job Title:	Chief Administrator	FLSA Status:	Exempt
Dept No:	121-124	Civil Service Status:	Exempt

SUMMARY:

This is a highly confidential position, which requires decision-making and county policy implementation. Provides administrative and production reports on various precinct concerns/activities. Acts in the capacity of a community relations/governmental affairs liaison, coordinating activities and reports, addressing community relations concerns, receiving inquires from constituents, government and public/private agencies; and representing the Commissioner at public functions as directed.

The Chief Administrator is appointed by and serves at the will of the County Commissioners.

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;

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;

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;
- 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;


Post-It® Fax Note	7671	Date	12/21/09	# of pages	2
To	Vermilion	From	Jean		
Co./Dept.	Budget	Co.	Pct #1		
Phone #		Phone #			
Fax #	292-7035	Fax #	292-7035		

COUNTY of HIDALGO



SYLVIA S. HANDY
County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733

MEMO

To: Raul Silguero, Budget Office
From: Emilio Cisneros, Human Resource Manager 
CC: Dr. Lori Ochoa, Chief Administrator
Date: December 22, 2009
Re: Temporary Truck Driver III

This Memo is to inform you that Precinct One will no longer need the position of Temporary Truck Driver (001-T027). We are aware that this position will expire on December 31, 2009. Therefore, there is no need to extend this position.

If you have any question please, feel free to call me at (956) 973-7800, Ext: 1004.



COUNTY of HIDALGO



SYLVIA S. HANDY

County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733
(956) 969-1417 Fax

FACSIMILE TRANSMITTAL SHEET

TO: Valde Alvarez FROM: Dr. Lurie Ochoa

COMPANY: _____ DATE: _____

956-292-7034 RECIPIENT'S FAX NUMBER: TOTAL NO. OF PAGES INCLUDING COVER: 2

SENDER'S PHONE NUMBER: (956) 968-8733 SENDER'S FAX NUMBER: (956) 889-1417

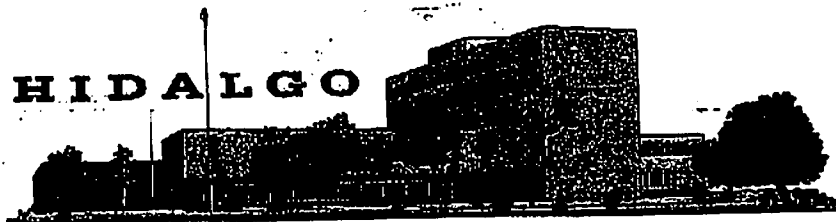
RE: Temporary Position

= URGENT = FOR REVIEW = PLEASE COMMENT = PLEASE REPLY = PLEASE RECYCLE

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COUNTY *of* HIDALGO



SYLVIA S. HANDY

**County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733**

December 21, 2009

Valde Guerra
Commissioner's Court Executive Officer
2808 South Business Highway 281
Edinburg, Texas 78539

Dear Valde,

I am formally requesting that the following temporary position be maintained through the end of 2009 and into 2010:

Slot Number: T-087
Job Title: Chief Administrator
Salary: \$84,357.00

If you have any concerns or should you need additional information, please do not hesitate to contact me.
Thank you for your assistance.

Sincerely,

Sylvia S. Handy
County Commissioner
Precinct One

SSH: lo



Hidalgo County
Department of Budget & Management
FISCAL NOTE

Fiscal notes are prepared by the Department of Budget & Management 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: Raul Silguero Jr., Budget Officer
 CC Dat Tuesday, December 29, 2009

Agenda Item: 19085

Summary of request/proposal:

The Pct. No. 1 Office is requesting approval to extend one (1) temporary full time Chief Administrator position, slot no. T087, budgeted hourly rate \$41.00. Position (s) effective January 01, 2010.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1201	CHIEF ADMINISTRATOR	-	T087	121	\$0.00	\$84,357.00	\$84,357.00
						TOTAL	\$84,357.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1201-431-00-121-005-0-	121	PCT1 P/U RD- TEMP F/T EMPLOYEES	\$42,016.9
0-1201-431-00-121-005-0-	211	PCT1 P/U RD- HEALTH INSURANCE	-
0-1201-431-00-121-005-0-	212	PCT1 P/U RD- LIFE INSURANCE	-
0-1201-431-00-121-005-0-	220	PCT1 P/U RD- FICA	\$3,214.
0-1201-431-00-121-005-0-	230	PCT1 P/U RD- RETIREMENT	-
0-1201-431-00-121-005-0-	250	PCT1 P/U RD- UNEMPLOYMENT COMP	\$210.
0-1201-431-00-121-005-0-	260	PCT1 P/U RD- WORKER'S COMP	\$0.
		2010 Budgetary Impact	\$45,441.

2011 Budgetary Impact:

FUND 1201- PCT. NO. 1 RD ADM.

Possible Funding Sources

Budget Office Recommendation:
