



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name
Hidalgo County Precinct #3/123

DATE: Enter Date
December 21, 2009

CURRENT POSITION TITLE: Enter position Title
Office Clerk (Temporary)

CURRENT SLOT. #: Enter current
T071, T070

REQUESTED POSITION TITLE: Enter New 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: \$ -0- Current Budgeted Salary \$ 18,720 x 2 Proposed Budgeted Salary \$ 37,440.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other Fund 1203

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 9.00 hourly
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 18,720.00 annually
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date _____ End Date _____ Mon-Fri. 8 hours daily Working Days & Hours 40 Hours Per Week 6 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

FLSA:

Non-Exempt Exempt Non-Exempt Exempt

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

Office employees are scheduled to take summer vacation and in need of temporary help.

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

Answers telephone, performs light clerical duties, greets and routes walk-in clients.

POSITION RECLASIFICATION: 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>Rose M. Egan</u>
DEPARTMENT HEAD | <u>12-21-2009</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Blue Dalgung</u>
HUMAN RESOURCES DIRECTOR | <u>12/23/2009</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Blue Dalgung</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/23/2009</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

Job Title:	Office Clerk	FLSA Status:	Non-Exempt
Dept No:	422- 123	Civil Service Status:	Non-Exempt

SUMMARY:

Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- 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 duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

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

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred;
- Knowledge of personal computer and software;
- May be required to utilize personal automobile on office related business;

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
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 DA's office is requesting approval to extend one (1) temporary part time Clerk Typist position for calendar/ fiscal year 2010 in the HIDTA Task Force account (fund 1251). Position(s) effective January 01, 2009.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1251	CLERK TYPIST	-	T014	122	\$0.00	\$8,095.00	\$8,095.00
						TOTAL	\$8,095.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-412-00-067-001-0-	122	JP PCT 4/PL 1- TEMP P/T EMPLOYEES	\$8,095.00
0-1100-412-00-067-001-0-	211	JP PCT 4/PL 1- HEALTH INSURANCE	-
0-1100-412-00-067-001-0-	212	JP PCT 4/PL 1- LIFE INSURANCE	-
0-1100-412-00-067-001-0-	220	JP PCT 4/PL 1- FICA	\$619.27
0-1100-412-00-067-001-0-	230	JP PCT 4/PL 1- RETIREMENT	-
0-1100-412-00-067-001-0-	250	JP PCT 4/PL 1- UNEMPLOYMENT COMP	\$40.48
0-1100-412-00-067-001-0-	260	JP PCT 4/PL 1- WORKER'S COMP	-
		2010 Budgetary Impact	\$8,754.75

2011 Budgetary Impact: -

Possible Funding Sources: **FUND 1251**

Budget Office Recommendation:

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. 3 Office is requesting approval to extend one (1) temporary full time Office Clerk position, slot no. T071 budgeted hourly rate \$9.00. Position (s) effective January 01, 2010.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1203	OFFICE CLERK	-	T071	121	\$0.00	\$18,720.00	\$18,720.00
TOTAL							\$18,720.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
0-1203-431-00-123-005-0-	121	PCT3 P/U RD- TEMP F/T EMPLOYEES	\$9,324.14
0-1203-431-00-123-005-0-	211	PCT3 P/U RD- HEALTH INSURANCE	-
0-1203-431-00-123-005-0-	212	PCT3 P/U RD- LIFE INSURANCE	-
0-1203-431-00-123-005-0-	220	PCT3 P/U RD- FICA	\$713.30
0-1203-431-00-123-005-0-	230	PCT3 P/U RD- RETIREMENT	-
0-1203-431-00-123-005-0-	250	PCT3 P/U RD- UNEMPLOYMENT COMP	\$46.62
0-1203-431-00-123-005-0-	260	PCT3 P/U RD- WORKER'S COMP	-
2010 Budgetary Impact			\$10,084.06

2011 Budgetary Impact: -

Possible Funding Sources:

FUND 1203 (PCT3 P/U RD)

Budget Office Recommendation:
