



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 05/07/10

To: Esther Cortez, Human Resources
Director

From: Raul Silguero, Jr.
Budget 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: 21138

C.C. Date: 05/11/10

Dept: AGRILIFE EXTENSION SERVICES

RECEIVED

ps MAY 10 2010

Human Resources

Human Resources Dept:

Received By: Sylvia Riös

Title: Executive Asst-111

Date: 05.10.10

Time: 2:30 pm



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: TX AGRILIFE EXT. (380-001)

DATE: 02/22/2010

CURRENT POSITION TITLE: Clerk I

SLOT. #: 011

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Deletion of Position
 Position Reclassification
 Other CHANGE FROM PART TIME (114)
TO FULL TIME (113) WORK STAT.

POSITION ADJUSTMENT REQUEST:

<u>ONE (1)</u>	<u>G1 S5</u>	<u>N/A</u>	<u>\$ 5,299.00</u>
No. of Positions	Current Grade & Step	Proposed Grade & Step	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	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	\$ _____	Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____	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	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

NEED ADDITIONAL SUPPORT STAFF DUE TO CURRENT WORKLOAD IN THE EXTENSION OFFICE REQUIRED TO DELIVER EDUCATIONAL PROGRAMS
AND RELATED SERVICES TO CITIZENS OF HIDALGO COUNTY.

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)

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

EMPLOYEE (NO. 088447) CURRENTLY FILLING POSITION WILL ONLY BE INCREASED TOTAL NO. OF WORKING HRS, ACCORDINGLY. NO INCREASE IN SALARY OR RATE OF PAY. CURRENT RATE OF PAY IS \$10.11 PER HR.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>2/25/10</u>	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.		<u>4/23/2010</u>	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		<u>4/22/2010</u>	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	_____	DATE	_____	_____	_____

CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

Registration, Certification, or Licensure

May require a valid driver's license

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Texas Agrilife Ext. Services**

DATE: 05/07/10

CURRENT POSITION TITLE: **Administrative Assistant III**

CURRENT SLOT. #: 0001

REQUESTED POSITION TITLE: -

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETION OF POSITION

POSITION SALARY REQUEST:

ONE (1) G-08 - \$ (31,815.00)
NO. OF POSITIONS CURRENT GRADE & STEP PROPOSED GRADE & STEP NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other NO BUDGETARY IMPACT

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.)

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

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

Based on the needs assessment of this office it was determined that an Admin. Asst. II position is more beneficial to this department.


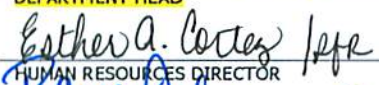
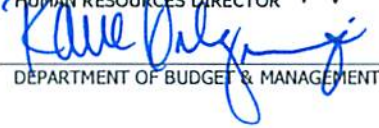
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>5/7/2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>05-10-10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/07/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT III

GRADE: 08

GENERAL DESCRIPTION

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; and to supervise the work of 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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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**
- **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**
- **communication with others**
- **required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations**



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: **Texas Agrilife Ext. Services**

DATE: 05/07/10

CURRENT POSITION TITLE: -

CURRENT SLOT. #: 0012

REQUESTED POSITION TITLE: **Administrative Assistant II**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

ONE (1)	-	G-06	\$	27,276.00
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other NO BUDGETARY IMPACT- FUNDED FROM DELETED POSITION

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.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Based on the needs assessment of this office it was determined that an Admin. II would be more beneficial to this department.

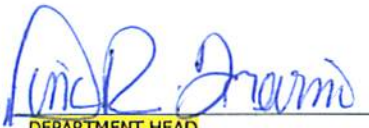


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>5/7/2010</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>05-10-10</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>5/07/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries and interprets rules, regulations, policies, and procedures

Assists in the development of administrative or technical assistance policies and procedures

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train others

PHYSICAL DEMANDS:

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WORK ENVIRONMENT:

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SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

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- 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:

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- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- **communication with others**
- **required to follow the Hidalgo County Accident Prevention Plan and department's 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.

Agenda Item: 21138

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, May 11, 2010

Summary of request/proposal:

Agrilife Extension Services (1100)

1. Approval to delete one (1) regular full-time Administrative Asst. III position, slot #0001, grade level 08.
2. Approval to create one (1) regular full-time Administrative Asst. II position, slot #0012, grade level 06.
3. Approval to change one (1) Clerk I position, slot #0011 from regular part-time status to regular full-time wrk status, grade level 01, effective next full pay period (05/24/10).

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	ADMINISTRATIVE ASST. III	0001	113	8	1	31,815.00	0.00	(31,815.00)
1100	ADMINISTRATIVE ASST. II	0012	113	6	1	0.00	27,276.00	27,276.00
1100	Clerk I	0011	114	1	5	15,865.00	0.00	(15,865.00)
1100	Clerk I	0011	113	1	5	0.00	21,164.00	21,164.00
								0.00
								0.00
TOTAL:						47,680.00	48,440.00	760.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-461-00-380-001-0- 113	TX AGRILIFE EXT. - REG F/T EMPLOYEES	\$465.90
0-1100-461-00-380-001-0- 211	TX AGRILIFE EXT. - HEALTH INSURANCE	\$0.00
0-1100-461-00-380-001-0- 212	TX AGRILIFE EXT. - LIFE INSURANCE	\$0.00
0-1100-461-00-380-001-0- 220	TX AGRILIFE EXT. - FICA	\$35.64
0-1100-461-00-380-001-0- 230	TX AGRILIFE EXT. - RETIREMENT	\$44.35
0-1100-461-00-380-001-0- 250	TX AGRILIFE EXT. - UNEMPLOYMENT COMP	\$2.33
0-1100-461-00-380-001-0- 260	TX AGRILIFE EXT. - WORKER'S COMP	\$0.00
2010 Budgetary Impact		\$548.22

2011 Budgetary Impact: \$897.72

Possible Funding Sources: NO BUDGETARY IMPACT. POSITION TO BE ADVERTISED AND FILLED AT STEP O FOR 6MTHS.

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

0-1100-461-00-380-001-0

AI - 21138

TX AGRILIFE EXT.

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING: ↓											
0001	113	ADMINISTRATIVE ASSISTANT-III	8	1	31,815.00	31,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0002	113	4H YOUTH OUTREACH COORD	7	5	33,582.00	33,582.00	33,790.00	300.00	0.00	0.00	2,873.00	0.00	36,963.00
0003	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	30,141.00	30,141.00	0.00	0.00	0.00	0.00	0.00	30,141.00
0004	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	30,141.00	30,141.00	840.00	0.00	0.00	0.00	0.00	30,981.00
A005	113	COORDINATOR				0.00	0.00	0.00	0.00	24,868.00	4,838.00	0.00	0.00
A006	113	C E A-FCS				0.00	0.00	0.00	0.00	24,868.00	4,838.00	0.00	0.00
0007	113	FML & CNSMR SCNC PRG ASST	3	3	23,169.00	23,169.00	23,169.00	0.00	0.00	0.00	2,873.00	0.00	26,042.00
A008	113	CEA-FR				0.00	0.00	0.00	0.00	20,475.00	4,838.00	0.00	0.00
A009	113	C E A-HORTICUL				0.00	0.00	0.00	0.00	20,475.00	0.00	0.00	0.00
A010	113	C E A - 4-H				0.00	0.00	0.00	0.00	17,195.00	0.00	0.00	0.00
	113	CREATE THE FOLLOWING: ↓											
0011	113 114	CLERK I	1	5	21,164.00	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	21,164.00
0012	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					197,288.00	197,288.00	138,405.00	1,140.00	0.00	107,881.00	20,260.00	0.00	145,291.00

1. Approval to delete one (1) regular full-time Administrative Asst. III position, slot #0001, grade level 08.
 2. Approval to create one (1) regular full-time Administrative Asst. II position, slot #0012, grade level 06.
 3. Approval to change one (1) Clerk I position, slot #0011 from regular part-time status to regular full-time work status, grade level 01, effective next full pay period (05/24/10).
- All Personnel actions pending CC approval.