



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Urban County

DATE: 06/03/2010

DEPARTMENT NUMBER: 250

PROGRAM NUMBER:

CURRENT SLOT #:

NO. OF POSITIONS #: 3

DEPARTMENT CLASSIFICATION REQUEST- (REGRADE)

CURRENT

PROGRAM COORDINATOR II

GRADE 11

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

PROGRAM COORDINATOR II

GRADE 12

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

PROGRAM COORDINATOR II

GRADE 12

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 3

SIGNATURES

Human Resources Representative

Date

Norma G. Garcia

06/07/10

County Treasurer Representative

Date

Raul Delgado

6/4/10

Budget & Management Representative

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 256

DATE: 05/20/10

CURRENT POSITION TITLE: Program Coordinator II

CURRENT SLOT. #: ~~8004~~

250-001-0009
250-001-0014
250-004-0001

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Change Grade and Step

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

POSITION SALARY REQUEST:

Salary Amount: \$ 52,786.00 (G11 & S10) \$ 52,786.00 (G12 & S7) \$ 0.00
 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 Urban County only dept. affected

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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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)

This change is necessary to meet market pay

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

In file

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)

The position will be funded through the Urban County Program - Colonia funds

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	5/20/10 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	6/4/10 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Urban County

DATE: 06/03/2010

DEPARTMENT NUMBER: 250

PROGRAM NUMBER:

CURRENT SLOT #:

DEPARTMENT CLASSIFICATION REQUEST- (REGRADE)

CURRENT

DEPUTY DIRECTOR

GRADE 17

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

DEPUTY DIRECTOR

GRADE 19

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

DEPUTY DIRECTOR

GRADE 18

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

Human Resources Representative

Norma G. Garcia

County Treasurer Representative

Blaine O'Leary

Budget & Management Representative

Date

06/07/10

Date

6/04/10

Date

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

In file

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

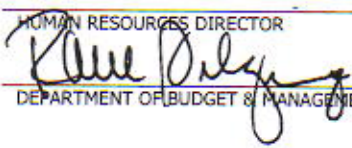
N/A

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

The position will be funded through the Urban County - CDBG funds

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|----------------|-----------------------------------|---|-----------------------------|
| 1. | DEPARTMENT HEAD | 6/2/10
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 | 6/4/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Urban County

DATE: 06/03/2010

DEPARTMENT NUMBER: 250

PROGRAM NUMBER:

CURRENT SLOT #:

NO. OF POSITIONS: 5

DEPARTMENT CLASSIFICATION REQUEST- (REGRADE)

CURRENT

PROGRAM COORDINATOR I

GRADE 9

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

PROGRAM COORDINATOR I

GRADE 10

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

PROGRAM COORDINATOR I

GRADE 10

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 5

SIGNATURES

Human Resources Representative

Date

Norma G. Garcia

06/07/10

County Treasurer Representative

Date

Ralph Ortega

6/04/10

Budget & Management Representative

Date



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 250

DATE: 05/20/10

CURRENT POSITION TITLE: Program Coordinator I

CURRENT SLOT #: ~~0002~~

250-001-0010
250-001-0011
250-002-0002
250-006-0001
250-006-0003

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Change Grade and Step

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

POSITION SALARY REQUEST:

Salary Amount: \$ 34,360.00 (G9 & S1) \$ 37,109.00 (G10 & S1) \$ 2,749.00
 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 Urban Co. only dept affected

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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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

This change is necessary to meet market pay

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

In file

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

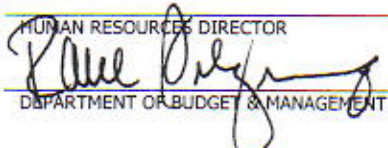
N/A

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

The position will be funded through the TxCDBG Disaster Recovery funds

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-----------------|-----------------------------------|---|-----------------------------|
| 1. | DEPARTMENT HEAD | 5/20/10
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 | 6/4/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |