



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: COUNTY JUDGE'S OFFICE

DATE: 07/08/2010

DEPARTMENT NUMBER: 110

PROGRAM NUMBER: 006

CURRENT SLOT #: 007

NO. OF POSITIONS: 1

### DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

#### CURRENT

ADMINISTRATIVE AIDE II

\$35,000.00

Classification/Position Title

Pay Grade/Salary

#### REQUESTED GRADE/ TITLE:

ADMINISTRATIVE ASSISTANT IV

\$41,006.00

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Administrative Assistant IV

\$41,006.00

Classification/Position Title

Pay Grade/Salary

#### COMMENTS:

AFFECTED NO. OF POSITIONS- 1

#### SIGNATURES




Human Resources Representative

  
Date



County Treasurer Representative

  
Date



Budget & Management Representative

  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** HIDALGO COUNTY JUDGE'S OFFICE (110)

**DATE:** 06/17/10

**CURRENT POSITION TITLE:** ADMINISTRATIVE AIDE II

**CURRENT SLOT. #:** 0007

**REQUESTED POSITION TITLE:** ADMINISTRATIVE ASSISTANT IV  
(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:    \$ 35,000.00      \$ 41,006.00      \$ 6,006.00  
    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.)
<b>CIVIL SERVICE:</b>				
Exempt	<input type="checkbox"/>	<b>FLSA:</b> 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)

Employee in slot # 0007 performs duties in accordance with an Administrative Assistant IV position and will also be assisting with the duties carried out by employee in slot # 0025 which is now vacant and will remain vacant for the rest of the year.



**HIDALGO COUNTY  
COUNTY JUDGE'S OFFICE**

01D

**Job Title: Administrative Aide II                      FLSA Status: Non-Exempt**

**Dept. Code: 110-006                                      Civil Service Status: Non-Exempt**

**SUMMARY:**

Performs multiple tasks for the staff of the County Judge's office and provides assistance to the Chief Administrator and support to the administrative assistants. This position reports to an elected official and department head. Must be capable of completing detailed paperwork and be able to assist the administrative aides with their respective projects at the same time. Must be able to perform all other duties directed by the County Judge or by the Chief Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- May prepare agendas, materials, related thereto and see that all legal requirements are met;
- May be responsible for following up on action of a court, committee or assigned group to ensure that decisions are implemented, contracts are prepared and appropriate parties are notified;
- Responsible for establishing and maintaining official documents and records in appropriate files;
- May be asked to attend some meetings to take notes or furnish information;
- May receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution;
- Should maintain a professional appearance and business attire;
- Should maintain confidentiality with private matters of the County Judge's office;
- Assists office staff as requested or assigned;
- Regular attendance is a must;
- Ability to work well with others;
- Other duties as assigned;

**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's degree and a minimum of two years administrative or governmental experience preferred;

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Employee must have a current valid Texas Motor Vehicle Operator's License and must have liability insurance;
- Must be able to be insured by the County's Insurance carrier;

**OTHER SKILLS AND ABILITIES:**

- Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to complete reports and answer routing correspondence;
- Ability to apply common sense understanding and direct staff in written, oral, or diagram form;
- Ability to supervise and communicate effectively with staff and the public;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Employee may be assigned other duties in addition to those listed; duties may change according to changing needs of the County;
- Must have knowledge of computers and spreadsheets;

**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;

## ADMINISTRATIVE ASSISTANT IV

New

GRADE: 10

### GENERAL DESCRIPTION

Employee performs advanced (senior-level) 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 limited supervision with considerable latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Performs complex technical assistance work for an agency program

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

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

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Develops administrative and technical policies and procedures

Develops, coordinates, and maintains record keeping and filing systems

May assist in the implementation of program planning

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

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

May research technical and policy issues

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Three to five (3-5) years of experience in administrative support work in a government setting. Graduation from an accredited four-year college or university with major course work in a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, 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**  
**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: 21974

To: Commissioner' Court  
 From: Raul Silguero Jr., Budget Officer  
 CC Date: Tuesday, July 13, 2010

**Summary of request/proposal:**

**COUNTY JUDGES (1100):**

Approval to reclassify one (1) regular full time position, slot no. 007 from Administrative Aide II to Administrative Assistant IV, budgeted salary \$41,006.00.

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	Administrative Aide II	0007	113	-	-	35,000.00	0.00	(35,000.00)
"	Administrative Assistant IV	"	"	-	-	0.00	41,006.00	41,006.00
<b>TOTAL:</b>						<b>35,000.00</b>	<b>41,006.00</b>	<b>6,006.00</b>

*NOTE: POSITION RECLASSIFICATION REQUEST*

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-413-00-110-006-0- 113	CO. JUDGE - REG F/T EMPLOYEES	\$2,761.38
0-1100-413-00-110-006-0- 211	CO. JUDGE - HEALTH INSURANCE	\$0.00
0-1100-413-00-110-006-0- 212	CO. JUDGE - LIFE INSURANCE	\$0.00
0-1100-413-00-110-006-0- 220	CO. JUDGE - FICA	\$211.25
0-1100-413-00-110-006-0- 230	CO. JUDGE - RETIREMENT	\$262.88
0-1100-413-00-110-006-0- 250	CO. JUDGE - UNEMPLOYMENT COMP	\$13.81
0-1100-413-00-110-006-0- 260	CO. JUDGE - WORKER'S COMP	\$0.00
	<b>2010 Budgetary Impact</b>	<b>\$3,249.32</b>

**2011 Budgetary Impact: \$7,094.45**

**Possible Funding Sources:**

**WITHIN DEPT BUDGET**

**Budget Office Recommendation: FUNDS TO COVER INCREASE IN SALARY TO BE FUNDED BY FUNDS FROM DELETED ADMINISTRATIVE AIDE I POSITION, SLOT NO. 0025 (REF: AI-21977 CC 07/13/10). NO TRANSFER REQUIRED.**

**HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE**

0-1100-413-00-110-006-0

**AI - 21974**

**CO. JUDGE**

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY JUDGE	114,660.00	0.00	0.00	0	0.00	0.00	114,660.00	114,660.00	0.00	0.00	0.00	8,000.00	0.00	122,660.00
0002	113	CHIEF ADMIN	81,440.10	0.00	0.00	0	0.00	0.00	81,440.00	81,440.00	0.00	0.00	0.00	5,400.00	0.00	86,840.00
0003	113	ASSISTANT CHIEF ADMINISTRATOR	76,331.00	0.00	0.00	0	0.00	0.00	76,331.00	76,331.00	1,260.00	0.00	0.00	0.00	0.00	77,591.00
0006	113	ADMINISTRATIVE ASSISTANT	54,600.00	0.00	0.00	0	0.00	0.00	54,600.00	54,600.00	360.00	0.00	0.00	0.00	0.00	54,960.00
		ADMINISTRATIVE ASSISTANT IV						6,006.00	41,006.00							
		↓						↓	↓							
0007	113	ADMINISTRATIVE AIDE II	35,000.00	0.00	0.00	0	0.00	0.00	35,000.00	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00
0011	113	EXECUTIVE ASST	48,657.00	0.00	0.00	0	0.00	0.00	48,657.00	48,657.00	480.00	0.00	0.00	0.00	0.00	49,137.00
0012	113	ADMINISTRATIVE ASSISTANT	46,956.00	0.00	0.00	0	0.00	0.00	46,956.00	46,956.00	0.00	0.00	0.00	0.00	0.00	46,956.00
0018	113	ADMINISTRATIVE AIDE II	45,046.00	0.00	0.00	0	0.00	0.00	45,046.00	45,046.00	0.00	0.00	0.00	0.00	0.00	45,046.00
0020	113	ADMIN AIDE II	35,000.00	0.00	0.00	0	0.00	0.00	35,000.00	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00
0024	113	ADMINISTRATIVE ASSISTANT	52,416.00	0.00	0.00	0	0.00	0.00	52,416.00	40,000.00	0.00	0.00	0.00	0.00	0.00	40,000.00
0027	113	ECONOMIC DEVELOPMENT PLANNER II	58,800.00	0.00	0.00	0	0.00	0.00	58,800.00	53,000.00	0.00	0.00	0.00	0.00	0.00	53,000.00
			362,031.10	0.00	0.00			6,006.00	403,037.00	362,031.00	1,620.00	0.00	0.00	13,400.00	21,974.00	377,051.00

Approval to reclassify one (1) regular full time position, slot no. 007 from Administrative Aide II to Administrative Assistant IV, budgeted salary \$41,006.00. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel Handbook .