



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: TEXAS AGRILIFE EXT. SERVICES

DATE: 07/08/2010

DEPARTMENT NUMBER: 380

PROGRAM NUMBER: 001

CURRENT SLOT #: 011

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

CLERK I

\$21,164.00/ GRADE 01

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

ADMINISTRATIVE ASSISTANT II

\$27,276.00/ GRADE 6

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Administrative Assistant II

\$27,276.00 Grade 6

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

[Signature]

Human Resources Representative

7/8/2010

Date

[Signature]

County Treasurer Representative

07/08/10

Date

[Signature]

Budget & Management Representative

7/08/2010

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Texas Agrilife/380

DATE: 07/06/2010

CURRENT POSITION TITLE: Clerk I

CURRENT SLOT #: 0011

REQUESTED POSITION TITLE: Administrative Assistant II
(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: \$ 21,164 \$ 27,276 \$ 6,112
 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.)
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)

This position requires a reclassification to comply with the new Classification and Compensation Plan and Related Policies.

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)

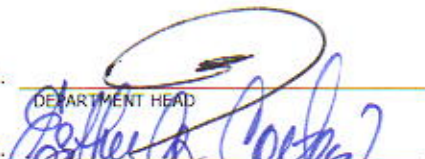

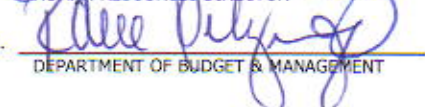
This employee has been performing the duties of Administrative Assistant II and was inadvertently misclassified as a Clerk I.

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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	07/06/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/8/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/08/2010 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:

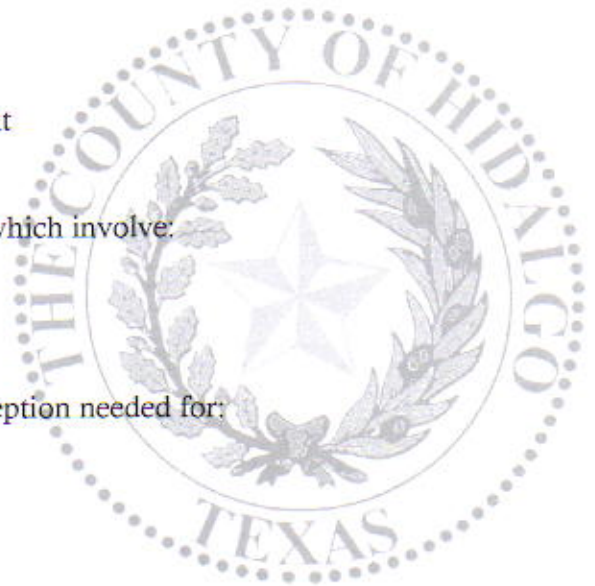
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



ADMINISTRATIVE ASSISTANT II

New

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:

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
COMMISSIONER COURT
2010 SALARY SCHEDULE**

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

AI - 21974

TX AGRILIFE EXT

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	
0002	113	4H YOUTH OUTREACH COORD	33,790.05	0.00	0.00	0	0.00	(208.00)	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	30,048.00	0.00	0.00	0	0.00	93.00	30,141.00	30,141.00	0.00	0.00	0.00	0.00	0.00	30,141.00
0004	113	ADMINISTRATIVE ASSISTANT II	30,048.00	0.00	0.00	0	0.00	93.00	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	0.00	0.00	0.00	0.00	0.00	0.00	24,868.00	4,838.00	0.00	29,706.00
A006	113	C E A-FCS	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	24,868.00	4,838.00	0.00	29,706.00
0007	113	FML & CNSMR SCNC PRG ASST	22,830.00	0.00	0.00	0	0.00	339.00	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	0.00	0.00	0.00	0.00	0.00	0.00	20,475.00	4,838.00	0.00	25,313.00
A009	113	C E A-HORTICUL	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	20,475.00	0.00	0.00	20,475.00
A010	113	C E A - 4-H	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	17,195.00	0.00	0.00	17,195.00
		ADMINISTRATIVE ASSISTANT II						11,503.00	27,276.00							
		↓						↓	↓							
0011	113	CLERK I	15,773.00	0.00	15,773.00	0	0.00	5,391.00	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	21,164.00
0012	113	ADMINISTRATIVE ASSISTANT II	0.00	27,276.00	27,276.00	0	0.00	0.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			93,886.05	0.00	0.00		0.00	11,820.00	171,585.00	94,072.00	1,140.00	0.00	24,868.00	7,711.00	21,974.00	127,791.00

Approval to reclassify the one (1) regular full time Clerk I position to Administrative Assistant II, slot no.011, effective 07/19/10. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel Handbook .



MEMORANDUM

Hidalgo County Commissioners' Court

Rene A. Ramirez
County Judge

A. C. Cuellar, Jr.
Commissioner, Precinct 1

Hector "Tito" Palacios
Commissioner, Precinct 2

Joe M. Flores
Commissioner, Precinct 3

Oscar L. Garza, Jr.
Commissioner, Precinct 4

Executive Office

Valde Guerra
Executive Officer

2818 S. Business Hwy 281
Edinburg, Texas 78539

(956) 292-7025 | P
(956) 292-7035 | F
www.co.hidalgo.tx.us | W

To: Mr. Raul Silguero, Budget Officer
From: Mr. Valde Guerra, Executive Officer
Date: Wednesday, July 7, 2010
Subject: Request for Position Reclassification for Texas Agrilife Extension Services

Attached, please find a Personnel Adjustment Request and supporting backup documentation for a position reclassification from Clerk I to Administrative Assistant II for Slot #0011 of Texas Agrilife Extension Services (Department #380).

This employee has been performing the duties of Administrative Assistant II and was inadvertently misclassified as a Clerk I. This reclassification is necessary to comply with the Hidalgo County Classification and Compensation Plan and Related Policies.

Should you have any questions, please do not hesitate to contact me.