



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: CO CLEK'S OFFICE

DATE: 10/04/2010

DEPARTMENT NUMBER: 180

PROGRAM NUMBER: 001

CURRENT SLOT #: 006

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- REGRADE

CURRENT

COLLECTIONS SUPERVISOR

44,799.00 G12 S2

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

N/A

\$46,747.00 G13 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

E. Cortez

Human Resources Representative

10.04.10

Date

Norma G. Garcia

County Treasurer Representative

10/04/10

Date

Kane D. [Signature]

Budget & Management Representative

10/4/2010

Date

COLLECTIONS SUPERVISOR

GRADE: 12/13

GENERAL DESCRIPTION

Plans, coordinates and directs activities of staff involved in the collection of revenues from various types of licensing and permitting fees/assessments. Under the direction of the Department Head or Assistant Department Head is responsible for balancing monies, statements and reports; supervising department employees involved in customer collections, including hiring, retention, promotion, training, assigning work and evaluating performance. This classification level provides administrative support requiring independent decision making, personnel analysis, balancing and complex reporting in support of an entire County collection function. Prepare and refer accounts to collections; to coordinate collectible accounts with collection agency; and to perform related work as required.

EXAMPLES OF WORK PERFORMED

Provides training, assigns and monitors work, and determines vacation schedules

Participates in the preparation of the yearly budget

Prepares various high-liability, detailed, and complex, monthly and annual financial reports and spreadsheets

Prepares and submits reports, often extensive and long term, as required by State law and County procedures

Provides backup support for daily balancing of funds collected; responsible for daily balancing and collections activities

Uses highest authorization to perform corrections to all restricted files including reversal of record transactions

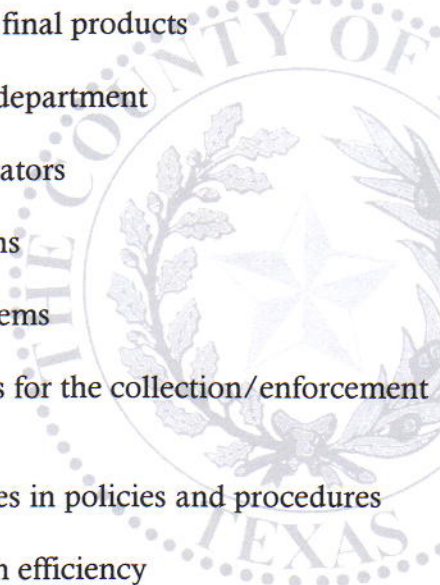
Correcting others' errors, researching problems and correcting information on computer record; disburses credits when applicable

Assists department head in making decisions to hire, promote, or release employees according to County rules and regulations

Assists in resolving confidential personnel issues

Provides information regarding department policies, procedures, and general information to County employees and also to the public

Communicates with other departments to complete joint reports and projects



Coordinates department-wide projects and prepares related final products

Provides support for all clerical and collection functions in department

Attends various meetings in behalf of department administrators

Resolves complex customer concerns or difficult transactions

Analyzes and resolves staff, equipment and operating problems

Reviews, interprets and implements policies and procedures for the collection/enforcement of applicable assessments, fees, permits, etc.

Plans and conducts staff meeting and advises staff of changes in policies and procedures

Assists in developing computer programs to increase section efficiency

Compiles periodic production and income reports as requested

Scheduling, supervision and evaluation of work of others

Recommends personnel actions such as hiring's, terminations, and pay changes of non-supervisory personnel

Performs advanced computerized account recordkeeping and analyses of collectible accounts; develops computerized programs to analyze, monitor and follow-up on delinquent and collectible accounts; monitors records to insure timely notification to collection agency

Provides appropriate financial information to and maintains contact and follow-up with the collection agency for collectible utility accounts, library fines, fire permits, police towing charges, and returned checks; explain account information and problems to customers, makes payment arrangements with customers whose accounts are delinquent; advises customers of various programs for payment assistance

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of accounting and/or collections experience including two (2) years of supervisory experience. Graduation from an accredited four year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Finance, Management, or related field. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Must possess good communication skills

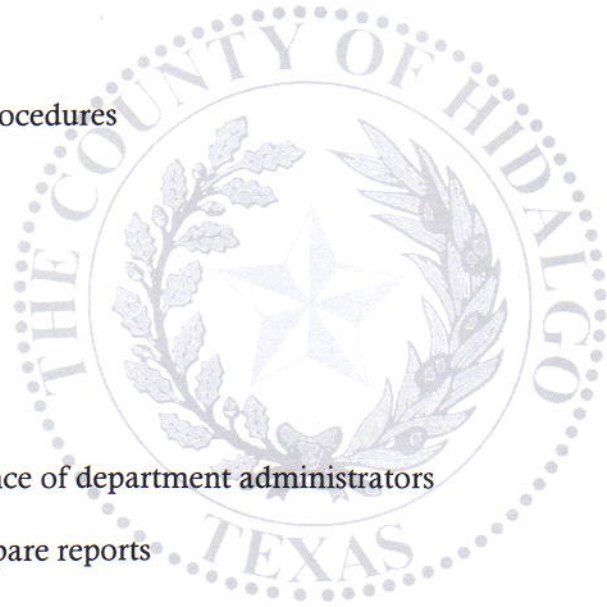
Strong organizational skills

Must have attention to detail with an eye for accuracy

Ability to solve problems and make decisions in the absence of department administrators

Ability to perform detailed and complex analysis and prepare reports

Ability to effectively organize projects



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:

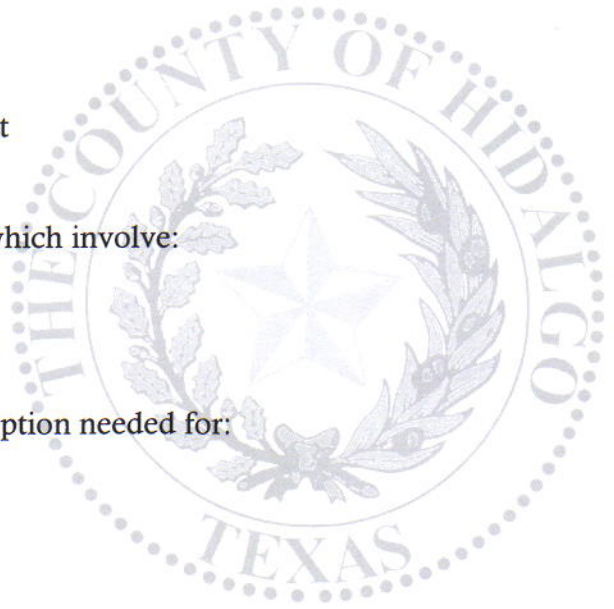
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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.

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, October 05, 2010

Agenda Item: 23302

Summary of request/proposal:

Approval to reclassify/regrade the following full time positions in the Classification and Compensation Plan (Job Description Index) , effective 10/11/10.
 Reviewed and recommended by the Classification Committee.

Fund	Current Position Title	Slot#	Obj	G	S	Proposed Position Title	Slot#	Obj	G	S	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1100	COLLECTIONS SUPERVISOR	0006	113	12	2	SAME	SAME	113	13	1	\$44,799.00	\$46,747.00	\$1,948.00
TOTAL:												\$1,948.00	

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-415-40-180-001-0- 113	CO. CLERK'S- REG F/T EMPLOYEES	\$447.82
0-1100-415-40-180-001-0- 211	CO. CLERK'S- HEALTH INSURANCE	-
0-1100-415-40-180-001-0- 212	CO. CLERK'S- LIFE INSURANCE	-
0-1100-415-40-180-001-0- 220	CO. CLERK'S- FICA	\$34.26
0-1100-415-40-180-001-0- 230	CO. CLERK'S- RETIREMENT	\$42.63
0-1100-415-40-180-001-0- 250	CO. CLERK'S- UNEMPLOYMENT COMP	\$2.24
0-1100-415-40-180-001-0- 260	CO. CLERK'S- WORKER'S COMP	\$0.00
2010 Budgetary Impact		\$526.95

2011 Budgetary Impact: \$2,292.21

Possible Funding Sources: CO. WIDE ADM.

Budget Office Recommendation:

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: October 4, 2010

2010

DEPARTMENT HEAD: RAUL SILGUERO, Jr., BUDGET OFFICER

Transfer

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR CO. CLERKS OFFICE

SUBJECT: INTERDEPARTMENTAL TRANSFER



Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME	Amount
FROM:		
0-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY	(526.95)
TO:		
0-1100-415-40-180-001-0-113	CO. CLERK'S- REG F/T EMPLOYEES	447.82
0-1100-415-40-180-001-0-220	CO. CLERK'S- FICA	34.26
0-1100-415-40-180-001-0-230	CO. CLERK'S- RETIRMENT	42.63
0-1100-415-40-180-001-0-250	CO. CLERK'S- UNEMPLOYMENT COMP	2.24
TOTAL BUDGET INCREASE/DECREASE		0.00

REASON: TRANSFER TO FUND PRORATED COST OF INCREASE IN SALARY AS A RESULT OF A REGRADE OF A COLLECTIONS SUPERVISOR POSITION, SLOT NO. 006 FROM THE COUNTY CLERK'S OFFICE. (PENDING CC APPROVAL)

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

_ / _ / _
DATE

ATTEST COUNTY CLERK

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

0-1100-415-40-180-001-0

AI- 23302

COUNTY CLERK

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		
0058	113	DEPUTY COUNTY CLERK I	5	3	27,024.00	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	27,024.00
0059	113	DEPUTY COUNTY CLERK I	5	3	27,024.00	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	27,024.00
0060	113	DEPUTY COUNTY CLERK I	5	3	27,024.00	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	27,024.00
0061	113	DEPUTY COUNTY CLERK I	5	3	27,024.00	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	0.00	27,024.00
0062	114	ASSISTANT DEPUTY COUNTY CLERK	3	3	23,169.00	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	23,169.00
0063	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	21,653.00	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	21,653.00
0064	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	21,653.00	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	21,653.00
0065	114	ASSISTANT DEPUTY COUNTY CLERK	3	0	20,570.00	20,570.00	20,800.00	0.00	0.00	0.00	0.00	0.00	0.00	20,800.00
0066	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	21,653.00	21,653.00	21,653.00	0.00	0.00	0.00	0.00	0.00	0.00	21,653.00
0067	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	22,411.00	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	22,411.00
0068	113	COLLECTIONS ANALYST	12	2	44,799.00	44,799.00	44,799.00	0.00	0.00	0.00	0.00	0.00	0.00	44,799.00
Total							1,878,953.00	1,799,177.00	13,860.00	0.00	0.00	8,000.00	0.00	2,037,037.00

Approval to regrade a full time Collections Specialist position no. 0066, in the Classification and Compensation Plan (Job Description Index) , effective 10/11/10. Reviewed and recommended by the Classification Committee. Personnel Actions pending CC approval.

Juan Martinez

From: Juan Martinez [juan.martinez@co.hidalgo.tx.us]
Sent: Thursday, September 02, 2010 4:18 PM
To: 'valde.guerra@co.hidalgo.tx.us'
Cc: 'raul.silguero@co.hidalgo.tx.us'
Subject: Employee Change of Status/ Title, Duty Change
Importance: High
Attachments: WDBPAF.pdf

Mr. Guerra, Commissioners Court Executive Officer
 CC: Mr. Silguero

I am requesting to reclassify or rename Slot # 0005 currently held by Employee # 138088. I am not requesting any budgetary or fiscal impact of monetary allocations. This request is only to formalize and improve the Fire Marshal's Investigative process, and some minor additional Managerial duties on an as needed basis according to the Fire Marshal Command structure, and as outlined in the attached paperwork. Currently this employee is proposed to be classified as Step 4 Grade 10 at a salary of \$41,006.00, however if it is possible to reclassify into a Step 0 Grade (to be determined by salary) in to a semi- managerial position with salary to remain as approved at either \$39,726.75, or \$41,006.00 as what is currently approved by Budget allocations. This employee's current, and proposed requested adjustments are enclosed for proper review. So please review and make the proper requested adjustment. This proposed position renaming will adjust the Fire Marshal's Office into a more focused and organized Case Investigation Organization, and aid in the attempt to alleviate the Fire Marshal's Compensatory Time accrual and Hidalgo County Comp-Time accrual liability on employee excessive earning of such leave by placing this adjusted position into an exempt status, and this employee would be in charge of all case follow-ups as necessary therefore reducing the Fire Marshal's Comp-Time Liability. As previously stated I am not requesting any budgetary impact with this position, I understand the Counties current budgetary issues, and I respect them and submit this request as show.

If you should need any additional information please contact me.

Sincerely,

Juan Martinez
 Fire Marshal
 Hidalgo County
 1615 S. Closner
 Edinburg, TX 78539
 Phone: 956.318.2656
 Fax: 956.318.2697
Cell: 956.239.1180

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9/3/2010