



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: FIRE MARSHAL'S OFFICE

DATE: 10/04/2010

DEPARTMENT NUMBER: 300

PROGRAM NUMBER: 001

CURRENT SLOT #: 005

NO. OF POSITIONS: 1

### DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

#### CURRENT

DEPUTY FIRE MARSHAL

\$39,727.00

G10 S3

Classification/Position Title

Pay Grade/Salary

#### REQUESTED GRADE/ TITLE:

CHIEF DEPUTY FIRE MARSHAL

\$40,078.00

G11 S1

Classification/Position Title

Pay Grade/Salary

### COMMITTEE RECOMMENDATION

Classification/Position Title

Pay Grade/Salary

#### COMMENTS:

*AFFECTED NO. OF POSITIONS- 1*

### SIGNATURES

*E. Cortez /efc*

Human Resources Representative

*10.04.10*

Date

*Norma G. Garcia*

County Treasurer Representative

*10/04/10*

Date

*Raele Delying*

Budget & Management Representative

*10/04/2010*

Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**DEPARTMENT NAME/NUMBER:** 300-001 Fire Marshal's Office

**DATE:** 08/23/2010

**CURRENT POSITION TITLE:** Deputy Fire Marshal

**CURRENT SLOT. #:** 0005

**REQUESTED POSITION TITLE:** Chief Deputy / Assistant Fire Marshal  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Title Change

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 39,726.75    Current Budgeted Salary    \$ 39,726.75    Proposed Budgeted Salary    \$ ~~0.00~~ 40,078.00    Net Change

*Handwritten notes:*  
 or \$41,006.00 as per Budget Position  
 (which ever is currently approved) Title Control  
 Schedule  
 Chief Martinez advised.

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other No Change in Salary requested unless seen as necessary by Budget Officer.

**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:**  
 Exempt      
 FLSA: Exempt   
 Non-Exempt      
 Non-Exempt   
 N/A

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

Lead Criminal Investigator to supervise investigation process, and review and supervise investigator reports for completeness and accuracy for the Criminal Justice Process. This position may also act as the Department Supervisor in the Fire Marshal's absence or as assigned in accordance with the Department Chain of Command.

1. The first step is to identify the problem.  
2. The second step is to define the problem.  
3. The third step is to analyze the problem.  
4. The fourth step is to generate solutions.  
5. The fifth step is to evaluate the solutions.  
6. The sixth step is to implement the solution.  
7. The seventh step is to monitor the solution.

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

Chief Fire/ Arson Investigator, Fire Inspector, Emergency Operations Functions, and any and all other duties as assigned.

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

This employee will be assigned as the Chief Fire Investigator, and will act as the Department Supervisor in the Fire Marshal's absence or as assigned in accordance with the Department Chain of Command.

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




Department is in need of Chief Criminal Investigator, to supervise Investigator activities, and review reports and cases for completeness and accuracy. Department will also assign this employee as the Department Supervisor in the Fire Marshal's absence as needed to assure Department continuity of services and supervision, This employee will also act as the Fire Marshal's assistant in Administration issues.

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

This position is not requesting a salary increase unless seen needed by Budget Officer. This is a title change with a change in duties, as shown above, and in Job Description.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                                 |                                   |   |
|----|--|---------------------------------|-----------------------------------|---|
| 1. | <br>DEPARTMENT HEAD                   | Juan Martinez<br>9/2/10<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <br>HUMAN RESOURCES DIRECTOR          | DATE                            | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 3. | <br>DEPARTMENT OF BUDGET & MANAGEMENT | 10/4/2010<br>DATE               | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE                            |                                   |   |

# HIDALGO COUNTY FIRE MARSHAL DEPARTMENT

NEW

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**Job Title: Chief Deputy Fire Marshal**

**FLSA Status: Exempt**

**Dept. Code: 300-001**

**Civil Service Status: Non-Exempt**

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## **SUMMARY:**

Supervises the Investigation process of fires to determine the origin and cause and any signs of possible arson, reviews cases, and reports for completeness and accuracy. May perform surveillance work, patrol work. Makes lawful arrests, serves felony warrants and participates in county emergency response.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Follows up on preliminary investigations by Deputy Fire Marshal or Deputy Sheriff or Fire Officer to the causes of fires and Criminal process.
- Investigates the origin and cause of each fire that occurs within the county in the rural unincorporated areas.
- Maintains proper and accurate records of investigations.
- Participates in county emergency response by planning in emergency operations.
- Issues citations for violations in relation to illegal burning.
- Files cases with the District Attorney's Office.
- Makes lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution.
- Serves felony warrants, questions witnesses and suspects and takes statements.
- Assists other law enforcement agencies as needed.
- Gathers and labels evidence, takes photographs and fingerprints, may transport prisoners and testifies in court.
- May Serve as the Operational Supervisor as needed, or assigned in accordance with the Chain of Command.
- Works with community groups to promote good public relations.
- Performs other related duties as assigned.
- Ability to work well with others.
- Regular attendance is a must.
- Member of the Emergency Management Response Team.
- Conduct Fire Code Enforcement Inspections, plans reviews, review outdoor burn permit sites.

## **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.

While performing the functions of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives when searching buildings during bomb threats or discharging firearms. Employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals when performing the duties of a peace officer while at a hazardous spill scene or fire. The employee may possibly be exposed to AIDS or hepatitis from an infected suspect.

The noise level in the work environment is usually moderate to loud.

**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.
- 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.
- communicating with others.

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all departments' safety regulations.

**EDUCATION and/or EXPERIENCE**

- Five (5) years related experience. Graduation from a high school or equivalent; Vocational or Special Training preferred. Experience and education may be substituted for one another.
- Bilingual is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Texas Commission on Fire Protection Arson Investigator certified.
- Texas Commission on Fire Protection Fire Inspector Certified
- Texas Commission on Law Enforcement Officer Standards and Education Basic Peace Officer Certified.
- Must possess a current Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's insurance carrier.
- Certification of a Notary Public required.

**OTHER SKILLS AND ABILITIES**

- Ability to work irregular hours.
- Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals.
- Bilingual ability (Spanish & English) with the ability to converse in both languages, preferred.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication, and division.
- Ability to understand and to follow written and oral instructions and directives.
- Must be able to perform duties as a Fire Inspector.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or kneel.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

010

## **DEPUTY FIRE MARSHAL**

**GRADE: 10**

### **GENERAL DESCRIPTION**

Investigate fires, prepare and file cases with the District Attorney's office, and inspect County jails and businesses. Responsible for investigating fire hazards, complaints, and bomb threats in addition to teaching fire prevention and working with all fire departments in the County, paid and volunteer. Serve as Fire Marshal in his or her absence.

### **EXAMPLES OF WORK PERFORMED**

Investigates fire/arson/explosions

Handles fire inspections and complaints

Conducts fire prevention education

Works with County, City, State and Federal Agencies

Maintains files, records and reports

Works with fire departments

Coordinates the Hidalgo County Arson Task Force

Coordinates emergency management for unincorporated areas of the County

Investigates explosions and explosive devices

Coordinates and investigates HAZMAT incidents in unincorporated areas

Coordinates weapons of mass destruction activities in unincorporated areas

Enforces State fireworks rules and inspection of firework stands

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Five (5) years related experience. Graduation from a high school or equivalent; Vocational or Special Training preferred. Experience and education may be substituted for one another.

## **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws and regulations relevant to job

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to prepare reports; to communicate effectively;

## **Registration, Certification, or Licensure**

Must be a State Certified Arson Investigator, State Certified Peace Officer, State Certified Fire Fighter and State Certified Fire Inspector

## **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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

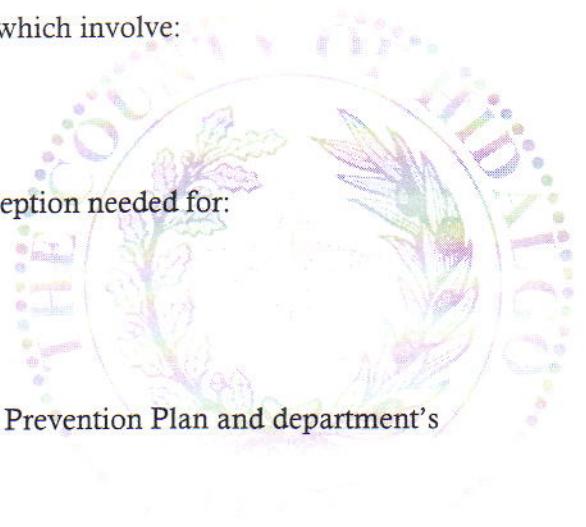
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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





# INTERDEPARTMENTAL TRANSFER REQUEST

**DATE:** October 4, 2010

**2010**

Transfer

**DEPARTMENT HEAD:** RAUL SILGUERO, Jr., BUDGET OFFICER

**DEPARTMENT NAME:** DEPT OF BUDGET & MANAGEMENT FOR FIRE MARSHALL DEPT

**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
<b>FROM:</b>		
0-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY	(94.94)
<b>TO:</b>		
0-1100-422-10-300-001-0-113	FIRE MARSHAL- REG F/T EMPLOYEES	80.69
0-1100-422-10-300-001-0-220	FIRE MARSHAL- FICA	6.17
0-1100-422-10-300-001-0-230	FIRE MARSHAL- RETIRMENT	7.68
0-1100-422-10-300-001-0-250	FIRE MARSHAL- UNEMPLOYMENT COMP	0.40
<b>TOTAL BUDGET INCREASE/DECREASE</b>		<b>0.00</b>

**REASON:** TRANSFER TO FUND PRORATED COST OF INCREASE IN SALARY AS A RESULT OF A RECLASSIFICATION OF A DEPUTY FIRE MARSHAL POSITION, SLOT NO. 005 FROM THE FIRE MARSHALS OFFICE. (PENDING CC APPROVAL)

\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

\_\_\_\_\_  
**APPROVED COMMISSIONERS' COURT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ATTEST COUNTY CLERK**

**HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE**

**0-1100-422-10-300-001-0**

**AI- 23302**

**EMERGENCY MANAGEMENT - FM**

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	
0001	112	EMERGENCY SERVICES DIRECTOR				76,440.00	76,440.00	0.00	0.00	0.00	0.00	0.00	76,440.00
0002	113	DEPUTY FIRE MARSHAL	10	3	39,707.00	39,707.00	39,728.00	0.00	0.00	0.00	0.00	0.00	39,728.00
0003	113	DEPUTY FIRE MARSHAL	10	3	39,707.00	39,707.00	39,727.00	0.00	0.00	0.00	0.00	0.00	39,727.00
0004	113	DEPUTY FIRE MARSHAL	10	3	39,707.00	39,707.00	39,727.00	360.00	0.00	0.00	0.00	0.00	40,087.00
		<b>CHIEF DEPUTY FIRE MARSHAL</b>	<b>11</b>	<b>1</b>	<b>40,078.00</b>	<b>40,078.00</b>							
0005	113	DEPUTY FIRE MARSHAL	10	3	39,707.00	39,707.00	39,727.00	0.00	0.00	0.00	0.00	0.00	39,727.00
0006	113	ADMINISTRATIVE ASSISTANT II	6	5	31,096.00	31,096.00	31,096.00	0.00	0.00	0.00	0.00	0.00	31,096.00
0007	113	CLERK III	5	2	26,140.00	26,140.00	26,485.00	0.00	0.00	0.00	0.00	0.00	26,485.00
		<b>Total</b>			<b>216,435.00</b>	<b>292,875.00</b>	<b>253,203.00</b>	<b>360.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>293,290.00</b>

Approval to reclassify a full time position no. (0006) from Deputy Fire Marshal to Chief Deputy Fire Marshal in the Classification and Compensation Plan (Job Description Index) , effective 10/1/10. Reviewed and recommended by the Classification Committee. Personnel Actions pending CC approval.

# TESTS FOR EXEMPTION OF EMPLOYEE FROM PROVISIONS OF FAIR LABOR STANDARDS ACT

Section 13(a)(1) and Section 13(a)(17) of the FLSA provides an exemption from both minimum wage and overtime pay for certain employees. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements. Please use this form<sup>1</sup> to verify exempt employees' eligibility.

## Section One

Employee Name: \_\_\_\_\_ Date: 09/02/2010  
Position Title: Chief Deputy Fire Marshal Slot Number: 0005  
Department: H.C. Fire Marshal's Office Department Number: 300-01

## Section Two

To qualify for the FLSA employee exemption under one of the following categories, all of the following tests must be met. Please check the box to confirm the tests are met.

### Executive Exemption

- The employee must be compensated on a salary basis at a rate not less than \$455 per week;
- The employee's primary duty must be managing the County or District, or managing a customarily recognized department or subdivision of the County or District;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

### Administrative Exemption

- The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

### Professional Exemption

- The employee must be compensated on a salary or fee basis at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

### Computer Employee Exemption

- The employee must be compensated either on a salary or fee basis at a rate not less than \$455 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
- The employee's primary duty must consist of:
  1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
  2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
  3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
  4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

## Section Three

Basis for Exemption (Select One):

- Executive     Professional     Administrative     Computer     Does Not Qualify

  
\_\_\_\_\_  
Department Head Signature

9/2/10  
\_\_\_\_\_  
Date

<sup>1</sup> From US Department of Labor Fact Sheet #17A