



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Friday, October 08, 2010

To: Esther Cortez, Human Resources  
Director

From: Valde Guerra  
Commissioner Court Executive Officer

Attached, please find   1   original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI:   23432  

C.C. Date:   10/12/10  

Dept:   DELETIONS- CO JUDGE'S OFFICE  

Human Resources Dept:

Received By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

**DATE:** 10/08/10

**CURRENT POSITION TITLE:** ADMINISTRATIVE ASSISTANT

**CURRENT SLOT. #:** 0006

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETE POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 54,600.00      \$ 0      \$ (54,600.00)  
    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       Part Time Employee  \_\_\_\_\_  
 Object 113      Object 114  
 Enter hourly rate for temp. positions  
 Full Time Temporary       Part Time Temporary  \$ \_\_\_\_\_  
 Object 121      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:      FLSA:  
 Exempt            Exempt        
 Non-Exempt            Non-Exempt        
 N/A     

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

vacant position

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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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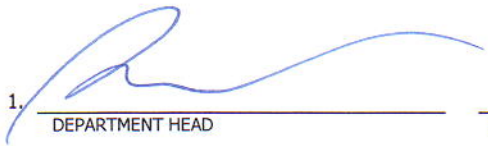
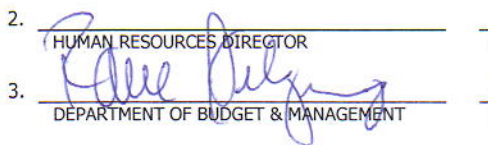
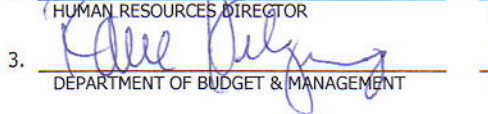
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		10/8/10		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.				
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		10/08/2010		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

**HIDALGO COUNTY  
COUNTY JUDGE'S OFFICE**

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Job Title: Administrative Assistant      FLSA Status: ~~NON~~ Exempt

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

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**SUMMARY:**

Under the general direction of the County Judge. Provides assistance to the general public regarding the Hidalgo County departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide information and assistance to the general public;
- Attends public meetings as representative of the Office of the County Judge;
- Develops methods for improving work performance for the betterment of Hidalgo County;
- Compiles, analyzes and presents information for review on assigned projects;
- Develops general recommendations that promote a continuing improvement in the policies and procedures of the County;
- Prepares and gives workshops on various topics as requested by the County Judge and Commissioners' Court;
- Makes public presentations to the Commissioners' Court, other public bodies and community organizations on issues and projects coordinated through the office of the County Judge;
- Prepares and reviews the preparation of correspondence to the general public;
- Coordinates research to identify and evaluate innovative approaches to the cost-effective provision of County services;
- Regular attendance is a must;
- Ability to work well with others;

**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 degree in business, public administration or related field and/or;
- Four (4) years of administrative experience in local government and/or;
- Knowledge of Texas county government administration and policy-making processes;
- Must have good computer skills;
- Bilingual is 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:**

- Employee may be assigned other duties in addition to those listed; duties may change according to 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.

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.

**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
- handling financial affairs effectively and honestly
- maintaining confidentiality
- 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.



# HIDALGO COUNTY

## Personnel Adjustment Request Form

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

**DATE:** 10/08/10

**CURRENT POSITION TITLE:** ECONOMIC DEVELOPMENT PLANNER II

**CURRENT SLOT. #:** 0027

**REQUESTED POSITION TITLE:**  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position       Temporary Position       Position Reclassification\*       Other DELETE POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 58,800.00      \$ 0      \$ (58,800.00)  
   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.)
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)

VACANT POSITION

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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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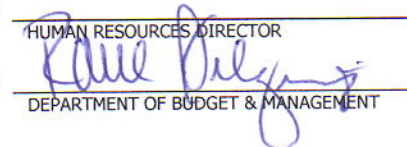
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		10/8/10		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		10/08/2010	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

**HIDALGO COUNTY  
COUNTY JUDGE'S OFFICE**

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**Job Title:** Economic Development Planner II

**FLSA Status:** Non-Exempt

**Dept. No:** 110-006

**Civil Service Status:** Non-Exempt

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**GENERAL STATEMENT of DUTIES and RESPONSIBILITIES**

Hidalgo County is seeking a full time staff to coordinate and implement all aspects of "special projects" including but not limited to grants and economic development. The employee will provided planning, date and policy analysis and community organizing around issues of regional economic development. The employee will also research, locate and secure all types of funding for Hidalgo County. Under general direction, will prepare and submit grant proposals and related reports. Must have working knowledge of County Government as well as knowledge of the principles and practices of grant writing, economic development and public administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Specific duties and assignments will depend on the project needs and specific project deadlines.
- Gather existing data / research on demographic trends in Hidalgo County, develop and analyze various types of data covering a wide range of topics including population, economics, natural resources, transportation, community facilities, land us, solid waste and other governmental infrastructure matters
- Work closely with local government officials, local chambers and authorities and state agencies, as well as a variety of other groups and individuals
- Coordinate and assist with the planning of town hall meetings, forums and others events on regional economic development issues related to the project
- Locates and secures grants/funding from public and private organizations to coordinate and submit a completed proposal
- Must have thorough knowledge of county, state and federal economic and urban development agencies and programs
- Review all aspects of the grant division functions, including reporting, analysis forecasting grant operating costs, program revenues, budgeting and investments
- Support in research for preparing and presenting reports and / or requests to immediate supervisors
- Responsible for establishing and maintaining official documents and records in appropriate files
- Perform 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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION**

- Must have college degree in Economics, Finance, Accounting, Business Administration or closely related field

## **QUALIFICATIONS AND EXPERIENCE**

- Demonstrated policy, planning and analysis experience
- Knowledge of economic development issues facing Hidalgo County
- Community organizing experience
- Ability to develop clear and concise written reports
- Demonstrated experience working with individuals and groups from diverse cultural and economic backgrounds including persons for who English is not their first language
- Strong computer skills including proficiency in MS Word, Excel, Publisher and PowerPoint, GIS mapping ability a plus
- Ability to communicate effectively
- Good facilitation and listening skills
- Experience with data collection and entry as well as ability to analyze and interpret data
- Ability to think critically and to solve problems creatively
- Flexible approaches and problem solving skills
- Ability to work evenings and weekends
- Ability to work both independently and as part of a team
- Demonstrated ability to manage multiple demands and respond to requests for assistance in a timely and appropriate manner

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Employee must have a current valid Texas motor vehicle operator's license
- Must be able to be insured by the County's Insurance Carrier

## **OTHER SKILLS AND ABILITIES**

### **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

- **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 observation**
- **Reading and writing**
- **Operating assigned equipment**
- **Communicating with others**

### **ACCIDENT PREVENTION PROGRAM**

**Required to follow all departments' safety regulations**



HIDALGO COUNTY  
 COMMISSIONER COURT  
 2010 SALARY SCHEDULE

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

CO. JUDGE

AI - 23432

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	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	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	360.00	0.00	0.00	0.00	0.00	0.00	76,691.00
		DELETE															0.00
0006	113	ADMINISTRATIVE ASSISTANT	54,600.00	0.00	0.00	0	0.00	0.00	54,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0007	113	ADMINISTRATIVE ASSISTANT IV	35,000.00	0.00	0.00	0	0.00	6,006.00	41,006.00	41,006.00	0.00	0.00	0.00	0.00	0.00	0.00	41,006.00
0011	113	EXECUTIVE ASST	48,657.00	0.00	0.00	0	0.00	0.00	48,657.00	48,657.00	0.00	0.00	0.00	0.00	0.00	0.00	48,657.00
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	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	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	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	0.00	40,000.00
		DELETE															0.00
0027	113	ECONOMIC DEVELOPMENT PLANNER II	59,800.00	0.00	0.00	0	0.00	0.00	59,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		DELETE															0.00
		Total	535,506.10	0.00	0.00	0.00	0.00	6,006.00	541,512.00	529,096.00	360.00	0.00	0.00	13,400.00	0.00	0.00	542,856.00

Approval to delete the two vacant full time positions effective 10/12/10:  
 a. Administrative Assistant position, slot no. 0006  
 b. Economic Development Planner II, slot no. 0027  
 Personnel Actions pending CC approval.

**AI-23432**  
**Deletion of Positions**  
**CC REGULAR**

**13.A.**

**Date:** 10/12/2010  
**Submitted By:** Erika Reyna, COUNTY JUDGE  
**Department:** COUNTY JUDGE  
**Agenda Category:** Budget and Management

**Information**

**CAPTION**

1. Approval to delete the following vacant full time positions effective 10/12/10.

Action	Slot. No.	Dept. Name/No	Current Position Title	Budgeted Salary
Delete	0006	Co. Judge's Office (110)	Administrative Assistant	\$54,600.00
Delete	0027	Co. Judge's Office (110)	Economic Development Planner II	\$58,800.00
<b>Total Salaries</b>				<b>\$113,400.00</b>

2. Approval of the revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2010

**ACCT. #:** 0- 1100-413-00-110-006-0-XXX

**FUNDS AVAILABLE Y/N?:** N/A

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

No funding required for this request. Action will be cost savings.

**Attachments**

*No file(s) attached.*

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Sylvia Solis	10/08/2010 03:23 PM	APRV
2	Rosalinda Cantu	Rosie Cantu	10/08/2010 03:54 PM	APRV
3	Auditor's Office		10/08/2010 03:56 PM	NEW
Form Started By: Erika Reyna			Started On: 10/08/2010 03:05 PM	
Final Approval Date: 10/08/2010				