



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Friday, October 15, 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:   23503  

C.C. Date:   10/19/10  

Dept:   IT- Dept & Commissioner Pct No. 4  

**COPY**

Human Resources Dept:

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

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

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

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

**AI-23503**

**43.B.**

**Delete Tech III position and create Tech III position in Pct. No. 4  
CC REGULAR**

**Date:** 10/19/2010  
**Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT  
**Submitted For:** Commissioner Pct. No. 4/ IT  
**Department:** BUDGET & MANAGEMENT  
**Agenda Category:** Precinct #4

**Information**

**CAPTION**

IT Dept. (1100):

1. Approval to delete one full time Technician III position, slot no. 029, Grade 8.
2. Approval of revised salary schedule.

Pct. No. 4- R&B (1200):

1. Approval to create one full time Technician III position, slot no. 060, budgeted salary \$36,271.00 per year.
2. Approval of interfund transfer
3. Approval of revised salary schedule

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2010

**ACCT. #:** 0-1100-415-00-200-001-0-XXX

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

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

see attached interfund transfer. rc  
 0-1100-415-00-200-001-0-XXX to 0-1200-431-00-124-007-0-XXX

**Attachments**

*No file(s) attached.*

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
		Rosie Cantu	10/14/2010 02:53 PM	CREATED
1	Rosalinda Cantu (Originator)			PEND
2	Budget & Management			
3	Auditor's Office			
4	Purchasing Department			
Form Started By: Rosie Cantu		Started On: 10/14/2010 02:53 PM		



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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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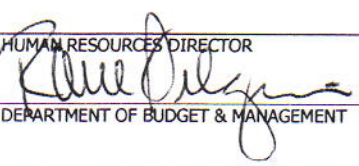
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		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.		DATE 10/15/10	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



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

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HUMAN RESOURCES: Classification and Salary Recommendation

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BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|------------------------------------------------------------|------------------|-----------------------------------|---------------------------------------------------------------------|
| 1. | <i>D. L. Bayza, Jr.</i><br>DEPARTMENT HEAD                 | 10/15/10<br>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. | <i>Albie Delacruz</i><br>DEPARTMENT OF BUDGET & MANAGEMENT | 10/15/10<br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                               | DATE             |                                   |                                                                     |

## TECHNICIAN III

**GRADE: 08**

### **GENERAL DESCRIPTION**

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

### **EXAMPLES OF WORK PERFORMED**

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

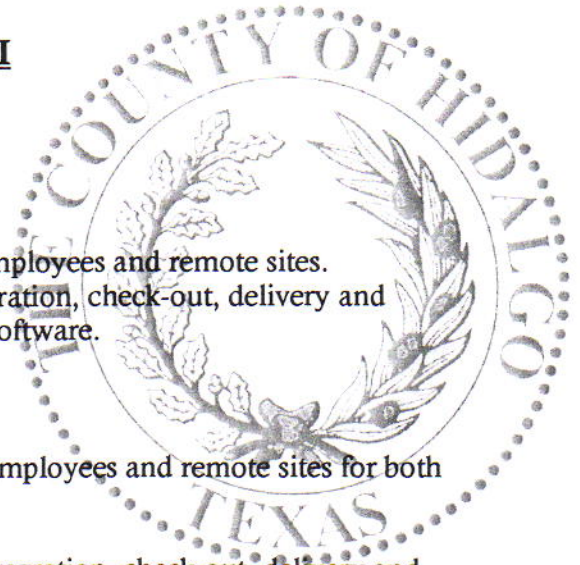
Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges



Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Associate Degree in Computer related field. Two (2) years of related experience. Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures preferred.

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

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

### **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:**

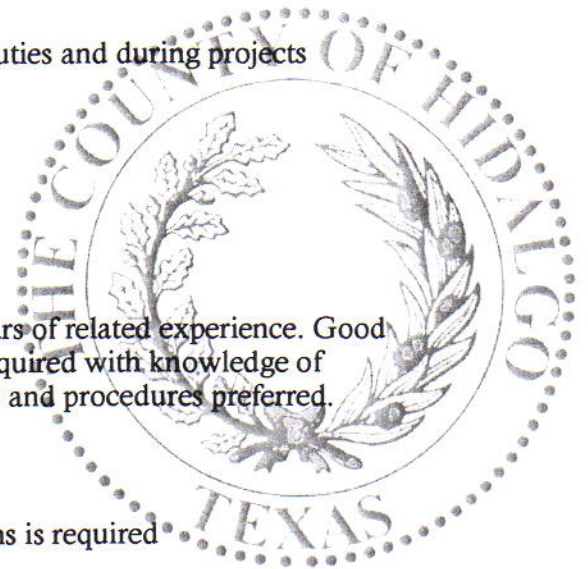
The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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:

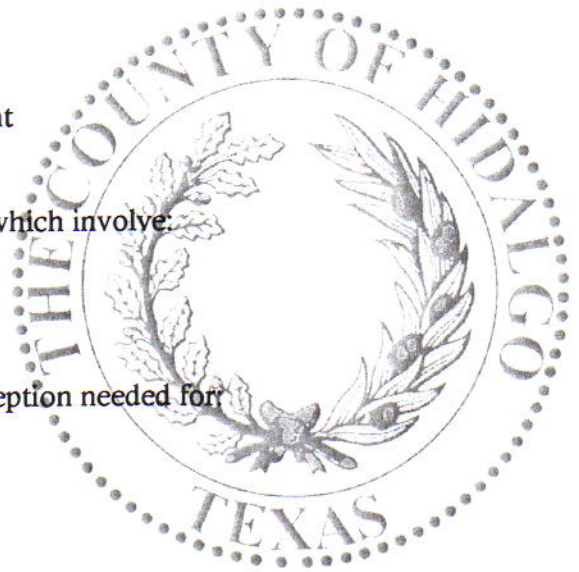
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



Pct. 4

200-431-00-124-

007 Slot 60

1100-415-00-

200-001-0

Slot 29

Tech III @

\$36,271.00

**HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE**

**0-1100-415-00-200-001-0**

**INFORMATION TECHNOLOGY**

**AI - 23503**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY		2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances						2010 ACTUAL TOTAL COMPENSATION
					2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY			Longevity 115	Interpac. 116	Supplm. 117	Auto A. 118	Ceiling 119		
0001	112	CHIEF INFORMATION OFFICER					92,412.00	92,412.00	600.00	0.00	0.00	0.00	0.00	0.00	93,012.00
0002	113	INFORMATION SYSTEM ADM	18	3	73,495.00	73,495.00	74,550.00	74,550.00	720.00	0.00	0.00	4,800.00	0.00	0.00	80,070.00
0003	113	TECHNICIAN VI	14	6	59,322.00	59,322.00	60,140.00	60,140.00	360.00	0.00	0.00	2,400.00	0.00	0.00	62,900.00
0005	113	APPLICATION DEVELOPER III	14	4	55,788.00	55,788.00	55,788.00	55,788.00	300.00	0.00	0.00	0.00	0.00	0.00	56,088.00
0006	113	APPLICATION DEVELOPER III	14	4	55,788.00	55,788.00	55,788.00	55,788.00	0.00	0.00	0.00	0.00	0.00	0.00	55,788.00
0007	113	TECHNICIAN V	12	5	49,344.00	49,344.00	49,344.00	49,344.00	600.00	0.00	0.00	0.00	0.00	0.00	49,944.00
0008	113	TECHNICIAN V	12	3	46,314.00	46,314.00	46,314.00	46,314.00	0.00	0.00	0.00	0.00	0.00	0.00	46,314.00
0009	113	TECHNICIAN III	8	4	35,157.00	35,157.00	35,157.00	35,157.00	0.00	0.00	0.00	0.00	0.00	0.00	35,157.00
0010	113	TECHNICAL SPECIALIST I	10	5	42,305.00	42,305.00	42,305.00	42,305.00	0.00	0.00	0.00	0.00	0.00	0.00	42,305.00
0012	113	TECHNICIAN III	8	3	34,043.00	34,043.00	34,500.00	34,500.00	0.00	0.00	0.00	0.00	0.00	0.00	34,500.00
0013	113	ADMINISTRATIVE ASSISTANT II	6	9	34,916.00	34,916.00	34,916.00	34,916.00	1,140.00	0.00	0.00	0.00	0.00	0.00	36,056.00
0014	113	TECHNICAL SPECIALIST I	10	5	42,305.00	42,305.00	42,305.00	42,305.00	540.00	0.00	0.00	0.00	0.00	0.00	42,845.00
0015	113	ADMINISTRATIVE ASSISTANT III	8	3	34,043.00	34,043.00	34,043.00	34,043.00	0.00	0.00	0.00	0.00	0.00	0.00	34,043.00
0017	113	TECHNICIAN II	6	4	30,141.00	30,141.00	30,588.00	30,588.00	0.00	0.00	0.00	0.00	0.00	0.00	30,588.00
0018	113	ADMINISTRATIVE ASSISTANT II	6	6	32,051.00	32,051.00	32,051.00	32,051.00	0.00	0.00	0.00	0.00	0.00	0.00	32,051.00
0019	113	TECHNICIAN I	4	2	24,203.00	24,203.00	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	0.00	24,203.00
0020	113	TECHNICIAN I	4	2	24,203.00	24,203.00	24,500.00	24,500.00	0.00	0.00	0.00	0.00	0.00	0.00	24,500.00
0021	113	TECHNICIAN I	4	2	24,203.00	24,203.00	24,500.00	24,500.00	0.00	0.00	0.00	3,600.00	0.00	0.00	28,100.00
0022	113	TECHNICAL SPECIALIST II	12	3	46,314.00	46,314.00	46,725.00	46,725.00	420.00	0.00	0.00	3,600.00	0.00	0.00	50,745.00
0023	113	TECHNICAL SPECIALIST I	10	1	37,109.00	37,109.00	37,109.00	37,109.00	0.00	0.00	0.00	0.00	0.00	0.00	37,109.00
0024	113	TECHNICIAN III	8	1	31,815.00	31,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0025	113	GIS OPERATOR IV	14	1	50,487.00	50,487.00	50,614.00	50,614.00	300.00	0.00	0.00	0.00	0.00	0.00	50,914.00
0027	113	TECHNICIAN II	6	1	27,276.00	27,276.00	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	27,276.00
0029	0113	TECHNICIAN III DELETE	0008	0005	36271	36271	0000	0000	0000	0000	0000	0000	0000	0000	0000
0030	113	TECHNICIAN II	6	5	31,096.00	31,096.00	31,096.00	31,096.00	0.00	0.00	0.00	0.00	0.00	0.00	31,096.00
<b>TOTAL</b>							921,718.00	1,014,130.00	986,224.00						974,508.00

Approval to delete one full time Technician III position, slot no. 029, Grade 8. Personnel action pending CC approval.



HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE

0-1200-431-00-124-007-0  
PCT. 4 P/U RD

AI - 23503

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	Interpret 116	Supplem. 117	Auto A. 118	Clothing 119	
0040	113	MAINTENANCE II	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0041	113	MAINTENANCE II	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0043	113	MAINTENANCE I	24,845.00	0.00	0.00	0	0.00	0.00	24,845.00	24,845.00	0.00	0.00	0.00	0.00	0.00	24,845.00
0044	113	MAINTENANCE I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0045	113	HEAVY EQ OP II	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0046	113	HEAVY EQ OP I	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0047	113	HEAVY EQ OP II	22,345.00	0.00	0.00	0	0.00	0.00	22,345.00	22,345.00	0.00	0.00	0.00	0.00	0.00	22,345.00
0048	113	TRE SA.SPC II	25,741.00	0.00	0.00	0	0.00	0.00	25,741.00	25,741.00	900.00	0.00	0.00	0.00	0.00	26,641.00
0049	113	TRAFFIC SAFETY SPECIALIST I/MAINTENANCE	25,741.00	0.00	0.00	0	0.00	0.00	25,741.00	25,741.00	0.00	0.00	0.00	0.00	0.00	25,741.00
0050	113	CUSTODIAN	20,030.00	0.00	20,030.00	0	0.00	3,000.00	23,030.00	21,028.80	0.00	0.00	0.00	0.00	0.00	21,028.80
0051	113	HEAVY EQUIPMENT OPERATOR II	27,329.00	0.00	0.00	0	0.00	0.00	27,329.00	27,329.00	0.00	0.00	0.00	0.00	0.00	27,329.00
A053	112	PLANNING ADMINISTRATOR	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	53,408.00	0.00	0.00	53,408.00
0054	113	DIESEL MECHANIC	42,000.00	0.00	0.00	0	0.00	0.00	42,000.00	42,000.00	780.00	0.00	0.00	0.00	0.00	42,780.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I	28,000.00	0.00	0.00	0	0.00	0.00	28,000.00	28,000.00	840.00	0.00	0.00	0.00	0.00	28,840.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	22,345.00	0.00	0.00	0	0.00	4,931.00	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	27,276.00
0058	113	MECHANIC II	0.00	31,070.00	31,070.00	0	0.00	0.00	31,070.00	31,070.00	0.00	0.00	0.00	0.00	0.00	31,070.00
0059	113	GENERAL OPERATIONS MANAGER	0.00	84,357.00	84,357.00	0	0.00	0.00	84,357.00	84,357.00	0.00	0.00	0.00	0.00	0.00	84,357.00
0060	113	TECHNICIAN III	0.00	36,271.00	36,271.00	0	0.00	0.00	36,271.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL			1,532,483.24	174,036.00	294,228.00	0	0.00	44,202.00	1,714,410.00	1,676,137.80	0.00	0.00	0.00	0.00	0.00	1,765,647.44

Approval to create one full time Technician III position, slot no. 060, budgeted salary \$36,271.00 per year. Personnel actions pending CC approval.



