

# HIDALGO COUNTY

Department Of Budget & Management  
 COUNTY WIDE - TEMPORARY POSITIONS  
 Effective January 1, 2011

DEPARTMENT NAME	ACCT NO.	OBJ. CODE	SLOT NO.	POSITION TITLE	GRADE	STEP	2010 BUDGETED SALARY APPROVED
DA BAD CK	1-1222-412-00-080-006-0-	122	T009	CLERK IV	7	11	\$12,964.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T011	CLERK I	1	0	\$8,090.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T018	CLERK I	1	0	\$3,527.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T019	CLERK I	1	0	\$3,527.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T020	CLERK I	1	0	\$17,636.00
DA BAD CK	1-1222-412-00-080-006-0-	122	T021	CLERK I	1	0	\$3,527.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T001	CLERK I	1	0	\$17,636.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T002	CLERK I	1	1	\$18,720.00
D.A. STATE SUPPLEMENT	1-1281-412-00-080-010-1-	122	T003	CLERK I	1	0	\$17,636.00
PARKS PCT.1	1-1100-452-00-121-013-0-	121	T021	MAINTENANCE III	N/A	N/A	\$24,000.00
PCT.3 P/U RD	1-1200-431-00-123-005-0-	121	T070	OFFICE CLERK	N/A	N/A	\$18,720.00
PCT.3 P/U RD	1-1200-431-00-123-005-0-	121	T071	OFFICE CLERK	N/A	N/A	\$18,720.00
JUV PROB	1-1100-423-60-330-002-0-	122	T053	JCCC MONITOR	N/A	N/A	\$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T054	JCCC MONITOR	N/A	N/A	\$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T055	JCCC MONITOR	N/A	N/A	\$5,850.00
JUV PROB	1-1100-423-60-330-002-0-	122	T056	JCCC MONITOR	N/A	N/A	\$5,850.00
TJPC-Y	1-1294-423-00-330-012-1-	122	T009	JCCC MONITOR	N/A	N/A	\$5,850.00
TJPC-Y	1-1294-423-00-330-012-1-	122	T010	JCCC MONITOR	N/A	N/A	\$5,850.00



**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)

---

---

---

**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	12/22/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## MAINTENANCE III

**GRADE: 05**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

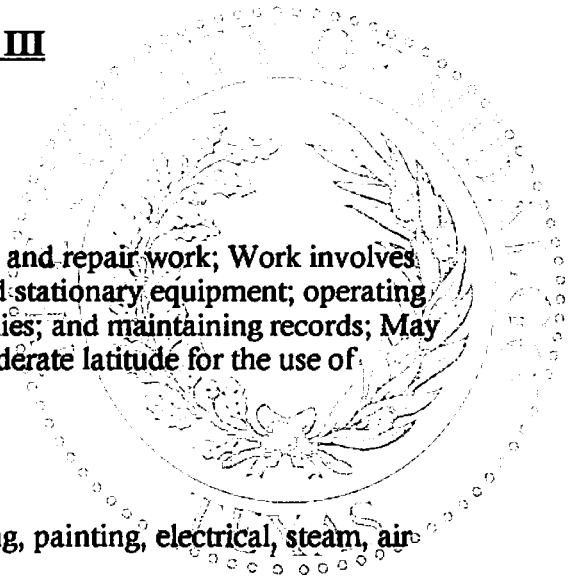
May maintain records on work orders or projects

May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

Performs related work as assigned



## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three to five (3-5) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; 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
- standing for extended periods of time
- operating assigned equipment

**Maintain mental capacity which permits:**

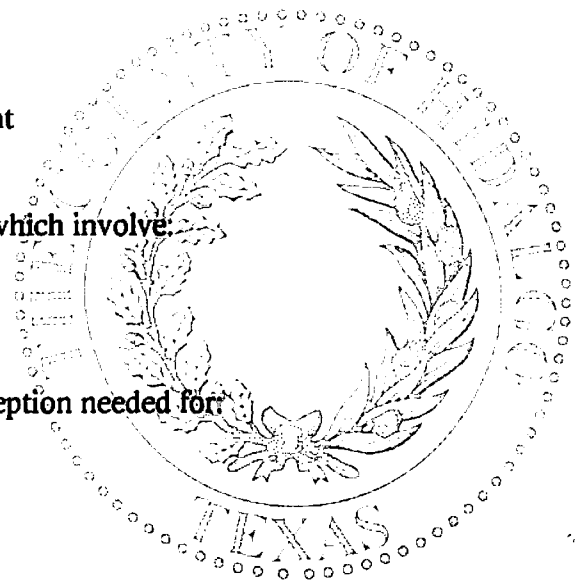
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

**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



**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: Thursday, December 30, 2010

Agenda Item: 24413

**Summary of request/proposal:**

**Pct 1 Parks:**

Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1100	MAINTENANCE III	T021	121	-	-	0.00	24,000.00	24,000.00
								24,000.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-452-00-121-013-0- 121	PCT 1 PARKS- TEMP F/T EMPLOYEES	\$12,000.00
1-1100-452-00-121-013-0- 211	PCT 1 PARKS- HEALTH INSURANCE	\$0.00
1-1100-452-00-121-013-0- 212	PCT 1 PARKS- LIFE INSURANCE	\$0.00
1-1100-452-00-121-013-0- 220	PCT 1 PARKS- FICA	\$918.00
1-1100-452-00-121-013-0- 230	PCT 1 PARKS- RETIREMENT	\$0.00
1-1100-452-00-121-013-0- 250	PCT 1 PARKS- UNEMPLOYMENT COMP	\$60.00
1-1100-452-00-121-013-0- 260	PCT 1 PARKS- WORKER'S COMP	\$0.00
	<b>2011 Budgetary Impact</b>	<b>\$12,978.00</b>

2012 Budgetary Impact: N/A

Possible Funding Sources: CO WIDE ADMIN- CONTINGENCY

**Budget Office Recommendation:**




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

Will answer telephones, perform light clerical duties, greets and routes walk-ins clients

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

**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.	<u>Con. M. J. Lewis</u> DEPARTMENT HEAD	<u>12/22/10</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>12/20/2010</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/20/2010</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

**HIDALGO COUNTY  
ROAD & BRIDGE PAVED/UNPAVED**

<b>Job Title:</b> Office Clerk	<b>FLSA Status:</b> Non-Exempt
<b>Dept No:</b> 123	<b>Civil Service Status:</b> Exempt

**SUMMARY:**

Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- 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**

- High School Diploma or GED;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

**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**

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred;
- Knowledge of personal computer and software;
- May be required to utilize personal automobile on office related business;

**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;
- 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;





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

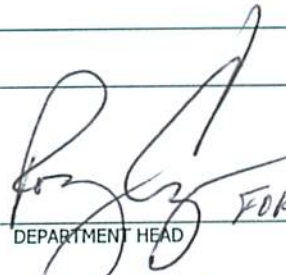

SEE ATTACHED JOB DESCRIPTION.

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

**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	FOR RENE GUERRA 12/22/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/29/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE:  
12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T011

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other EXTENSION OF TEMP POSITIONS

**POSITION SALARY REQUEST:**

<u>1</u>	<u>G1 S0</u>	<u>SAME</u>	\$	<u>8,090.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
  
 Other 1-1222-412-00-080-006-0-XXX

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$9.00</u>	
					Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ <u>8,090.00</u>	
					Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>01/01/2011</u>	<u>07/01/2011</u>	<u>M-F</u>	<u>OPEN &gt;40</u>	<u>6MTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

**TO ASSIST AND SUPPORT FULL TIME STAFF.**

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

SEE ATTACHED JOB DESCRIPTION.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 FOR RENE GUERRA <small>DEPARTMENT HEAD</small>	12/22/2010 <small>DATE</small>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<small>HUMAN RESOURCES DIRECTOR</small>	 <small>DATE</small>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		12/22/2010 <small>DATE</small>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	<small>COMMISSIONERS COURT APPROVAL</small>	<small>DATE</small>		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE:  
12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T018-T019,  
T021

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other EXTENSION OF TEMP POSITIONS

**POSITION SALARY REQUEST:**

<u>3</u>	<u>G1 S0</u>	<u>SAME</u>	<u>\$</u>	<u>3,527.00 X 3= \$10,581.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
  
 Other 1-1222-412-00-080-006-0-XXX

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$8.00</u> Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$ 3,527.00</u> Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>01/01/2011</u>	<u>07/01/2011</u>	<u>M-F</u>	<u>OPEN &gt;40</u>	<u>6MTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

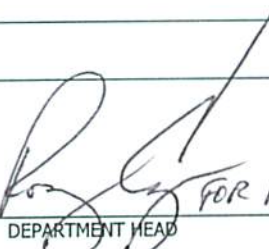

SEE ATTACHED JOB DESCRIPTION.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 FOR RENE GUERRA DEPARTMENT HEAD	12/22/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S BAD CHECK 080-006

DATE:  
12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T020

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other EXTENSION OF TEMP POSITIONS

**POSITION SALARY REQUEST:**

<u>1</u>	<u>G1 S0</u>	<u>SAME</u>	\$	<u>\$17,636.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds  
  
 Other 1-1222-412-00-080-006-0-XXX

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	\$8.00
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ 17,636.00
				Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>01/01/2011</u>	<u>07/01/2011</u>	<u>M-F</u>	<u>OPEN &gt;40</u>	<u>6MTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

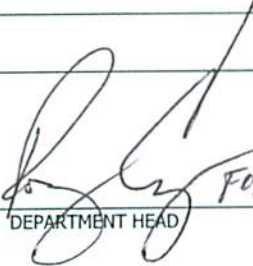
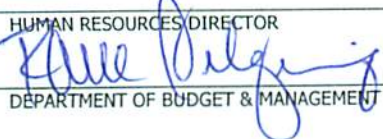
SEE ATTACHED JOB DESCRIPTION.

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

**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	FOR RENE GUERRA	12/20/2010	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.	 DEPARTMENT OF BUDGET & MANAGEMENT		12/29/2010	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

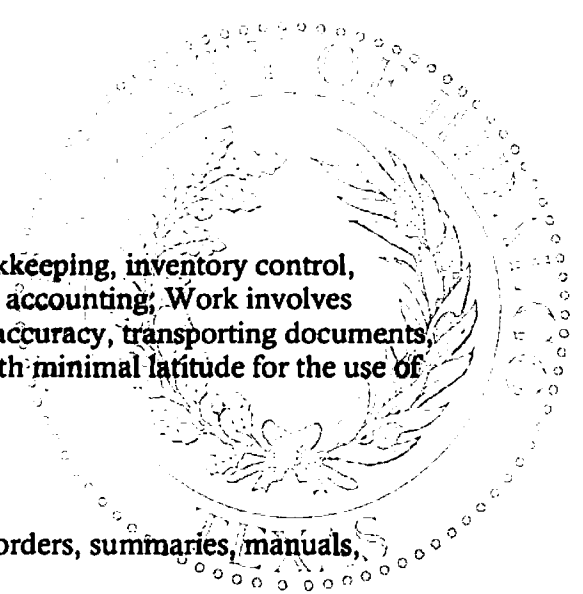
May assist in conducting physical inventory

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:**

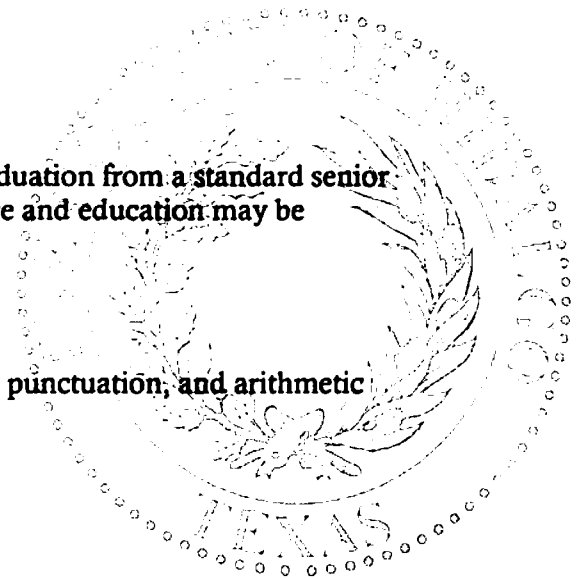
The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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:**

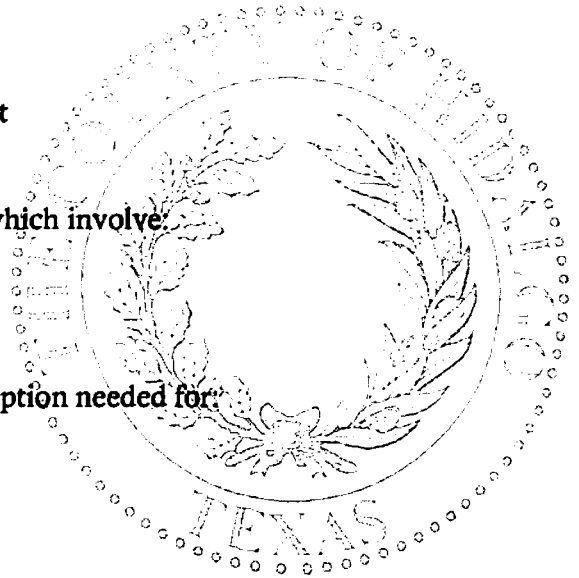
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

**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



## **CLERK IV**

**GRADE: 07**

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training preferred. Experience and education may be substituted for one another.

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

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

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

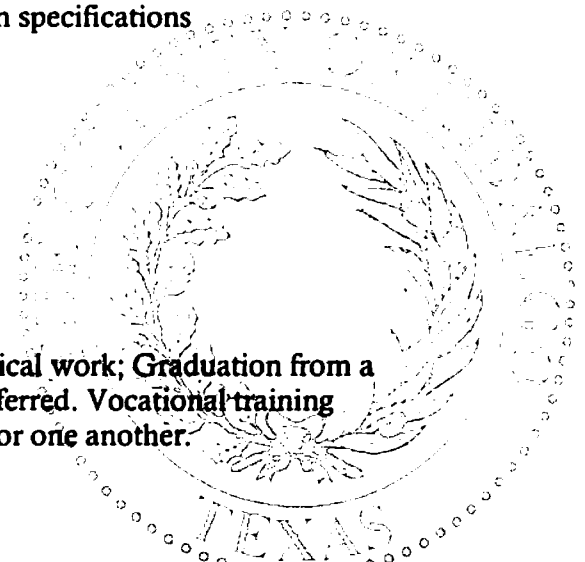
May require a valid driver's license

### **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:

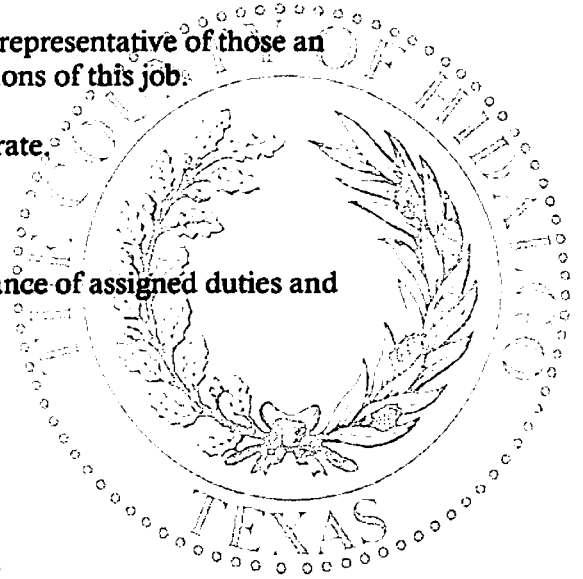
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



**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: Thursday, December 30, 2010

Agenda Item: 24413

**Summary of request/proposal:**

**DA'S BAD CHECK:**

Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1222	CLERK IV	T009	122	7	11	0.00	12,964.00	12,964.00
1222	CLERK I	T011	122	1	0	0.00	8,090.00	8,090.00
1222	CLERK I	T018	122	1	0	0.00	3,527.00	3,527.00
1222	CLERK I	T019	122	1	0	0.00	3,527.00	3,527.00
1222	CLERK I	T020	122	1	0	0.00	17,636.00	17,636.00
1222	CLERK I	T021	122	1	0	0.00	3,527.00	3,527.00
<b>TOTAL</b>								<b>49,271.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1222-412-00-080-006-0- 122	DA BAD CHECK- TEMP P/T EMPLOYEES	\$24,635.50
1-1222-412-00-080-006-0- 211	DA BAD CHECK- HEALTH INSURANCE	\$0.00
1-1222-412-00-080-006-0- 212	DA BAD CHECK- LIFE INSURANCE	\$0.00
1-1222-412-00-080-006-0- 220	DA BAD CHECK- FICA	\$1,884.62
1-1222-412-00-080-006-0- 230	DA BAD CHECK- RETIREMENT	\$0.00
1-1222-412-00-080-006-0- 250	DA BAD CHECK- UNEMPLOYMENT COMP	\$123.18
1-1222-412-00-080-006-0- 260	DA BAD CHECK- WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>\$26,643.30</b>

2012 Budgetary Impact: N/A

**Possible Funding Sources: WITHIN DEPT BUDGET- APPROPRIATION OF FUNDS  
 PENDING CC APPROVAL**

**Budget Office Recommendation: REF: CC 12/30/2010 AI-24523**




# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S STATE SUPPLEMENT 080-010

DATE:  
12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T001 & T003

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other EXTENSION OF TEMP POSITIONS

**POSITION SALARY REQUEST:**

<u>2</u>	<u>G1 S0</u>	<u>SAME</u>	\$	<u>17,636.00 X 2 = \$35,272.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds  
 Other 1-1281-412-00-080-010-1-XXX

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	\$8.00
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ 17,636.00
				Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>01/01/2011</u>	<u>07/01/2011</u>	<u>M-F</u>	<u>OPEN &gt;40</u>	<u>6MTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

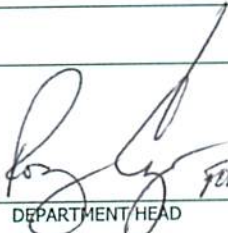

SEE ATTACHED JOB DESCRIPTION.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 FOR RENE GUERRA DEPARTMENT HEAD	12/22/2010 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.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/28/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S STATE SUPPLEMENT 080-010

DATE:  
12/22/10

CURRENT POSITION TITLE: CLERK I

CURRENT SLOT. #: T002

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other EXTENSION OF TEMP POSITIONS

**POSITION SALARY REQUEST:**

<u>1</u>	<u>G1 S0</u>	<u>SAME</u>	\$	<u>18,720.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds

Other 1-1281-412-00-080-010-1-XXX

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	\$8.00
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ 18,720.00
				Hourly Rate * 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

<u>01/01/2011</u>	<u>07/01/2011</u>	<u>M-F</u>	<u>OPEN &gt;40</u>	<u>6MTHS</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

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

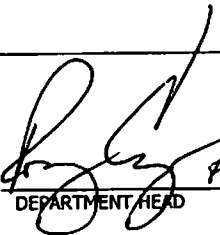
SEE ATTACHED JOB DESCRIPTION.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 FOR RENE GUERRA	12/22/2010	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	_____	_____	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	_____	_____	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
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:**

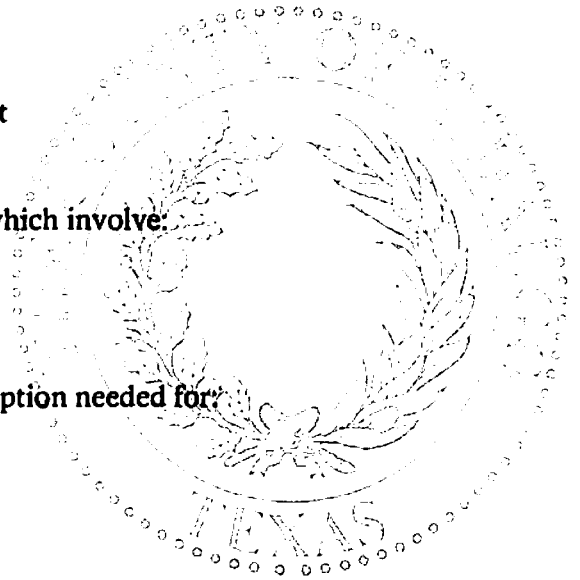
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

**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







# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr., DATE: 12/22/10  
Juvenile Justice Center - 330 JUV P  
 CURRENT POSITION TITLE: JCCC Monitor CURRENT SLOT. #: T053, T054, T055, T056  
 REQUESTED POSITION TITLE: JCCC Monitor  
 (For new positions or reclassifications)

REQUEST FOR:  
 New Position     Temporary Position     Position Reclassification\*     Other Extension

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

POSITION SALARY REQUEST:  
 Salary Amount: \$ 0.00 Current Budgeted Salary    \$ 5,850 x 4 Proposed Budgeted Salary    \$ 23,400.00 Net Change

Position to be funded from one of the following:  
 Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other 1100-423-60-330-002-0-xxx

POSITION Type:  
 Full Time Employee Object 113     Part Time Employee Object 114     \$7.50  
 Full Time Temporary Object 121     Part Time Temporary Object 122     \$ 7.50 x 780 = 5,850.00  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:  
1/1/11 Start Date    6/30/11 End Date    Shift Varies Working Days & Hours    6 months Hours Per Week    6 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:    FLSA:  
 Exempt     Exempt   
 Non-Exempt     Non-Exempt   
 N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)  
Continuation of program and workload

---



---



---

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




See copy of job description + filing, regular office duties  
assist Coordinator of the JCCC Program.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		12-22-10			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.					
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.		12/28/2010			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

**J.C.C.C. Volunteer Program Monitor  
Job Description**

**Role:** Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the Immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the Immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, \_\_\_\_\_, have received, reviewed and understand the  
*Print Name*  
Volunteer Program Monitor Job Description explained to me by \_\_\_\_\_.  
*Print Name*

\_\_\_\_\_, on \_\_\_\_\_,  
*Title/Position* *Date*

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Supervisor's Signature* *Date*

**HIDALGO COUNTY  
JUVENILE PROBATION DEPARTMENT**

---

<b>Job Title:</b> JCCC MONITOR	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept. Code:</b> 330	<b>Civil Service Status:</b>	<b>Exempt</b>

---

**SUMMARY:**

Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator and Assistant Volunteer Coordinator at all times.

**QUALIFICATIN 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.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
  - Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi monthly committee meetings, volunteer trainings, community service sites, etc.)
  - Responsible for working with the chair/co chair of the committee assigned within the specific area in developing the agenda for the monthly/bi monthly committee meeting. Also preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) for any and all activities/meetings related to the program.
  - Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
  - Responsible for disseminating any and all information to the volunteers and community.
  - Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times.
  - Work in harmony with all departmental staff and perform any and all duties as assigned to insure the efficient operation of the program.
  - Ensure that all cases assigned are kept up to date with the proper documentation and in order.
  - Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
  - Preferably be bilingual.
-

- Wear the appropriate attire that will convey a professional demeanor which is acceptable for an appearance in the office and community at all times.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Employees must have proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by County's insurance carrier.

**OTHER INFORMATION:**

- 15 hrs/wk (mostly in the evenings)
- Submit 3 references letters (by individuals not related to you)
- Submit a finger print card.
- Agree to a criminal history background check.
- Agree to a sex offender registration check.

**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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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

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**  
**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: Thursday, December 30, 2010

Agenda Item: 24413

Summary of request/proposal:

**Juvenile Probation:**

Discussion, consideration, and approval to extend various temporary positions approved in 2010 and needed in 2011.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1100	JCCC MONITOR	T053	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T054	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T055	122	-	-	0.00	5,850.00	5,850.00
1100	JCCC MONITOR	T056	122	-	-	0.00	5,850.00	5,850.00
								23,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-423-60-330-002-0-	122	JUVENILE PROBATION TEMP P/T EMPLOYEES	\$11,700.00
1-1100-423-60-330-002-0-	211	JUVENILE PROBATION HEALTH INSURANCE	\$0.00
1-1100-423-60-330-002-0-	212	JUVENILE PROBATION LIFE INSURANCE	\$0.00
1-1100-423-60-330-002-0-	220	JUVENILE PROBATION FICA	\$895.05
1-1100-423-60-330-002-0-	230	JUVENILE PROBATION RETIREMENT	\$0.00
1-1100-423-60-330-002-0-	250	JUVENILE PROBATION UNEMPLOYMENT COMP	\$58.50
1-1100-423-60-330-002-0-	260	JUVENILE PROBATION WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$12,653.55

2012 Budgetary Impact: N/A

Possible Funding Sources: **WITHIN DEPT BUDGET- TRANSFER TO BE SUBMITTED BY DEPT.**

Budget Office Recommendation:




# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez, Jr. DATE: 12/22/10  
 Juvvenile Justice Center- 330 JUV P  
 CURRENT POSITION TITLE: JCCC Monitor CURRENT SLOT. #: T009, T010  
 REQUESTED POSITION TITLE: JCCC Monitor  
 (For new positions or reclassifications)

**REQUEST FOR:**

New Position    
  Temporary Position    
 Position Reclassification\*    
 Other Extension

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0.00 Current Budgeted Salary    
 \$ 5,850 x 2 Proposed Budgeted Salary    
 \$ 11,700.00 Net Change

Position to be funded from one of the following:

Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds  
 Other 1294-423-00-330-012-1-xxx

**POSITION Type:**

Full Time Employee Object 113     
 Part Time Employee Object 114     
\$7.50  
 Full Time Temporary Object 121     
 Part Time Temporary Object 122     
 \$ 7.50 x 780 = 5,850  
Enter hourly rate for temp. positions  
Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

1/1/11 Start Date    
6/30/11 End Date    
Shift varies Working Days & Hours    
6 months Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:     FLSA:  
 Exempt      Exempt   
 Non-Exempt      Non-Exempt   
 N/A

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

Continuation of program and workload

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

See copy of job description + filing regular office duties,  
assist Coordinator of the JCCC Program.

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.		12-22-10	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR		DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.		12/20/10	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL		DATE			

**J.C.C.C. Volunteer Program Monitor  
Job Description**

**Role:** Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the Immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, \_\_\_\_\_, have received, reviewed and understand the  
*Print Name*

Volunteer Program Monitor Job Description explained to me by \_\_\_\_\_.  
*Print Name*

\_\_\_\_\_, on \_\_\_\_\_  
*Title/Position* *Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

