



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/21/10

**To: Esther Cortez, Human Resources
Director**

**From: Raul Silguero, Jr.
Budget 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: 24523

C.C. Date: 12/30/10

Dept: D.A. HB65 INVESTIGATION & D.A. BAD CHECKS

Human Resources Dept:

AI-24523**17.0.****DA HB65 Investigation & DA Bad Checks - Deletion of cost allocations & positions****CC REGULAR**

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Submitted For: Roy Cazares
Department: BUDGET & MANAGEMENT
Agenda Category: District Attorney

Information**CAPTION**

D.A. HB65 Investigation Fund (1223):

1. Approval of 2011 District Attorney's Office Investigation HB65 Fund Budget.
2. Approval of appropriation of funds under the DA Investigation HB65 Fund 1223 in the amount of \$586,264.84.
3. Approval to delete the following cost allocations, effective 01/01/2011:

Slot No.	Position Title	Grade
0011	ASSISTANT DISTRICT ATTORNEY II	14
0013	ASSISTANT DISTRICT ATTORNEY I	12
0016	ASSISTANT DISTRICT ATTORNEY I	12
0046	ADMINISTRATIVE ASSISTANT I	4
0051	CLERK II	3
0055	ADMINISTRATIVE ASSISTANT II	6
0061	CLERK II	3

4. Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of \$2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX).
5. Approval of 2011 salary schedule.

D.A. Bad Checks (1222):

1. Approval of 2011 District Attorney's Office Bad Checks Budget.
2. Approval of appropriation of funds under the DA Bad Check Fund 1222 in the amount of \$283,074.32.
3. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer (title change only), grade 17, effective 01/03/2011 (next full pay period). Reviewed and recommended by the Classification Committee.
4. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.
5. Approval of 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011
FUNDS AVAILABLE Y/N?: Y
BUDGETARY IMPACT:
 No Budgetary Impact.

ACCT. #: 1- 1223-412-00-080-007-0-XXX
MATCHING FUNDS Y/N?: N

FISCAL YEAR: 2011
FUNDS AVAILABLE Y/N?: Y
BUDGETARY IMPACT:
 No Budgetary Impact. Title Change Only, and deletion of position.

ACCT. #: 1- 1222-412-00-080-006-0-XXX
MATCHING FUNDS Y/N?: N

Attachments

Link: DA Bad Ck Budget
 Link: DA HB65 Investigation

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Sylvia Solis	12/20/2010 11:03 AM	CREATED
1	Sylvia Solis			PEND
2	Budget & Management			
3	Auditor's Office			
4	Purchasing Department			
Form Started By: Sylvia Solis		Started On: 12/20/2010 11:03 AM		



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: D.A. BAD CHECK

DATE: 12/20/10

DEPARTMENT NUMBER: 080

PROGRAM NUMBER: 006

CURRENT SLOT #: 003

DEPARTMENT CLASSIFICATION REQUEST- (REGRADE)

CURRENT

Manager of Information Technology

GRADE 17

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

Developer & System Engineer

GRADE 17

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Developer & System Engineer

GRADE 17

Classification/Position Title

Pay Grade/Salary

COMMENTS:

TITLE CHANGE ONLY

SIGNATURES

Esmer A. Cortez
Human Resources Representative

12/22/10
Date

Norma G. Garcia
County Treasurer Representative

12/22/10
Date

Raul Alvarado
Budget & Management Representative

12/22/10
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: D.A. BAD CK (080-006)

DATE: 12/20/10

CURRENT POSITION TITLE: Manager of Information & Technology

CURRENT SLOT. #: 003

REQUESTED POSITION TITLE: Developer & System Engineer

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:	\$	<u>73,392.00</u>		\$	<u>73,392.00</u>		\$	<u>0.00</u>
		(Grade 17, Step 5)			(Grade 17, Step 5)			Net Change
		Current Grade & Step Salary			Proposed Grade & Step Salary			

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	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
				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	<input checked="" type="checkbox"/>	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>
N/A	<input type="checkbox"/>		

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

JOB DESCRIPTION BETTER SUITS JOB FUNCTION/NEW POSITION TITLE


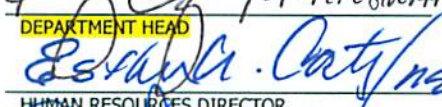
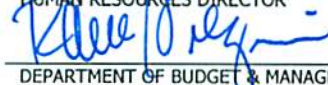
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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 GUZMAN DEPARTMENT HEAD	12/21/2010 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/22/10 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/22/10 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Hidalgo County Office of Criminal District Attorney

Developer and System Engineer Job Description

The systems engineering role of the position is one that is responsible for the oversight of an organization's information systems. The software developer role of the position is one that is responsible for analysis, design, programming, testing and deployment of web and forms based applications. The database administrator role for the position is one that oversees all aspects of the office's databases including those on the County servers as well as our own Visual FoxPro and Microsoft SQL Server databases. This includes everything from initial database architecture design through implementation, administration, monitoring, tuning, back up, migration, and support. The help desk support role resolves computer problems: supervises, prepares, and updates their company's computer knowledge by developing and deploying training resources via web parts, manuals, videos, or through Citrix GoToMeeting.

Job Responsibilities for Systems Engineer

1. Coordinates system development tasks to include design, integration and formal testing.
2. Oversees all transitions into production.
3. Develops and completes actions in system specifications, technical and logistical requirements and other disciplines.
4. Creates and maintains programmatic and technical documentation to insure efficient planning and execution.
5. Manages and documents system configurations.
6. Develops, implements and maintains security policies and procedures to ensure the security of data and systems.
7. Develops, implements and maintains disaster recovery policies and procedures.
8. Manages and maintains email accounts on County server.

Job Responsibilities for Software Developer

1. Full lifecycle application development.
2. Designing, coding and debugging applications in various software languages.

3. Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis.
4. Object-oriented Design and Analysis (OOA and OOD).
5. Software modeling and simulation.
6. Front end graphical user interface design.
7. Software testing and quality assurance.
8. Performance tuning, improvement, balancing, usability, automation.
9. Support, maintain and document software functionality.
10. Integrate software with existing systems.
11. Evaluate and identify new technologies for implementation.
12. Project Planning and Project Management.
13. Maintain standards compliance.
14. Implement localization or globalization of software.

Help Desk Support for Systems, Networking, and Applications

1. Provides assistance to office staff with computer software, hardware or system problems.
2. Answers questions and resolves problems via telephone, e-mail, Citrix GoToAssist, Citrix GoToMyPC, Citrix GoToMeeting or in person.
3. Cleans, installs and modifies operating systems and software programs, such as virus protection and word processing printers.
4. Supervises, prepares, and updates office's computer knowledge.
5. Coordinates with co-workers to determine how request orders will be assigned or supervises workers to ensure all repairs are properly completed.
6. Prepares recommendations on software and hardware programs.
7. Develops user training through videos, SharePoint webparts and manuals.
8. Reads technical manuals, trade magazines, on-line technical references and training courses to make sure they know all the latest computer information to help clients.
9. Uses problem-solving skills and patience to repeatedly instruct people on the steps to take to solve computer problems
10. Using interpersonal skills to listen and ask questions to diagnose and solve computer issues.
11. Uses strong written skills and abilities to write manuals and e-mails.
12. Works both independently and with a team.
13. Works as a member of the CUC Techshare CJIS Technical Committee to review modifications and requests for features on Odyssey and Juvenile applications.
14. Works as a member of the Prosecutor focus group to advise and encourage development of desired and required features in Odyssey

Prosecutor module by Tyler Technologies.

Responsibilities for Database Administrator (DBA)

1. Design and document database architecture. Data Modeling.
2. Design Data Warehousing and Business Intelligence platform.
3. Build database scheme, tables, procedures and permissions.
4. Set up data sharing and disk partitioning.
5. Develop database utilities and automated reporting.
6. Create shell scripts for task automation.
7. Create, test and execute data management languages.
8. Analyze and sustain capacity and performance requirements.
9. Analyze, consolidate and tune database for optimal efficiency.
10. Monitor systems and platforms for availability.
11. Oversee backup, clustering, mirroring, replication and failover.
12. Restore and recover corrupted databases.
13. Install and test upgrades and patches.
14. Implement security and encryption.
15. Provide 24/7 support for critical situations.
16. Evaluate and recommend new database technologies.
17. Manages and maintains user accounts, indexes and links in Universe databases for Hot Checks and Prosecutor modules on County server.
18. Works with Tyler Technologies to resolve data issues.

Responsibilities for Web developer and Content Management

1. Creates and designs web sites, both internal and external, to enhance the Office of Criminal District Attorney systems, housed on a Windows server.
2. Creates ASP.NET code and JavaScript code and uses Transact-SQL for access into Microsoft SQL relational databases.
3. Creates and maintains Microsoft Office SharePoint server sites and pages, including resource sharing, wikis, blogs, and calendaring.
4. Creates graphical representations and user icons with Photoshop and Dreamweaver.
5. Creates Web pages that are accessible and functional through Internet Explorer and Firefox browsers and reside on Internet Information Services web servers or Apache web servers as required.
6. Creates Web pages that are accessible and functional for use by all levels of external clients on all types of systems.

IT Hardware, Software, Platform and Systems Knowledge

C#, Java, .NET, Python, J2EE, ADO, ASP.NET, WPF, WCF, WWF, LINQ, Unit Testing, Visual Studio 2005 and 2010, Entity Framework, Visual FoxPro, Visual MaxFrame Pro, Silverlight, PowerShell, Windows, SharePoint Services, Perl, HTML, JSP, JavaScript, Web services, SOAP, XML, ASP, PHP, Microsoft SQL Server 2000, Microsoft SQL Server 2005, Microsoft SQL Server 2008, UNIX, Linux, AJAX, n-tier design and development, MVVM, MVC, Windows 7, Windows Vista, Windows Server 2003, Windows Server 2008, Microsoft Office 2007, Adobe Illustrator, Adobe Photoshop, Adobe Professional, Adobe Dreamweaver, Adobe Captivate, Camtasia Studio, Snag-it, Citrix GoToAssist, Citrix GoToMeeting, Citrix GoToMyPC, Universe database, Expression Studio.

Delete

MANAGER OF INFORMATION & TECHNOLOGY

GRADE: 19

GENERAL DESCRIPTION

Incumbents will generally report directly to the IT Director and manage a division within the department. IT manager may have few to no staff but be responsible for particular functions or technologies and function as a high level individual contributor. Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel.

EXAMPLES OF WORK PERFORMED

Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel

Determine goals and objectives, establish policies and procedures, and delegate assignments to staff as projects dictate

Evaluate division and/or project progress against work plans and initiate corrective measures to ensure timelines are met

Coordinate the integration of activities between division and with other departments throughout the County

Direct, coordinate, and review work for assigned division; meet with staff to identify and resolve problems; assign work activities, projects, and monitor work flow; review and evaluate methods and procedures and implement changes to increase work flow or project efficiencies

Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures

Develop short- and long-term program goals and objectives; develop and administer appropriate timelines to effectively accomplish goals and objectives on time and within budget

Define policies and procedures relating to all services provided within assigned division; participate as a team member in the development of department-wide policies and procedures; evaluate current trends in the industry and determine feasibility for use at the County

Develop strategic plans and policy documents that provide solutions to a wide variety of difficult problems of diverse scope and that ensure enhanced efficiency between internal staff and customer departments

Develop and maintain effective coordination of computer services for County users; assist the Director in development of a customer service orientation in regards to technology services with an entrepreneurial environment that ensures quality and cost-effective service to County and City departments

Manage a division budget; forecast needed funds for additional staffing, equipment, materials, and supplies; monitor expenditures to ensure budget adherence

Prepare and present summary reports on division activities

Participate in the development and implementation of IT related policies and procedures

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Ten (10) years experience within the IT field including five (5) years management experience. Graduation from an accredited four-year college or university with major course work in Computer Science, Computer Information Systems or related field preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of effective management and supervisory practices in a highly complex and/or technical area; budget development and cost-benefit analysis; current hardware and software technology; principles and techniques of complex systems analysis and programming; operational characteristics of information technology equipment, peripherals, and various platforms; current applicable Federal, State, and local laws, codes and regulations

Ability to effectively manage and supervise staff; identify problems or issues and develop effective solutions; define short- and long-term goals and corresponding services and timelines to effect their implementation; evaluate current technology and determine compatibility with existing systems; develop and maintain good working relationships with Elected Officials, County Executive staff, and County Department Heads, including the ability to communicate clearly and concisely, both orally and in writing on technology related issues

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

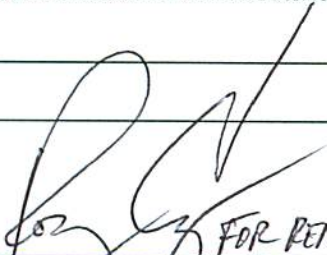


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|--------------------|-----------------------------------|---|-----------------------------|
| 1. | 
FOR REVIEW
DEPARTMENT HEAD | DATE
12/21/2010 | 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 | DATE
12/22/10 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

CARPENTER IV

GRADE: 09

GENERAL DESCRIPTION

Performs (journey-level) complex carpentry work; under general supervision will perform skilled maintenance carpentry work at county facilities; May supervise carpentry staff.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc

Hang sheetrock, tape and float, textured sheet rock

May read profiles and blueprints

May fabricate furniture as requested by department

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc

Will record data in forms/logs based on projects requested or work activities

May train staff and oversee equipment storage and maintenance

In charge of overseeing projects and their completion through work orders

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience as a journeyman carpenter. Graduation from a standard senior high school or equivalent is generally preferred. Some vocational training preferred.

Knowledge, Skills, and Abilities

Knowledge of materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for projects

Ability to work with a team

Some knowledge of computer use for job orders, etc.

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:

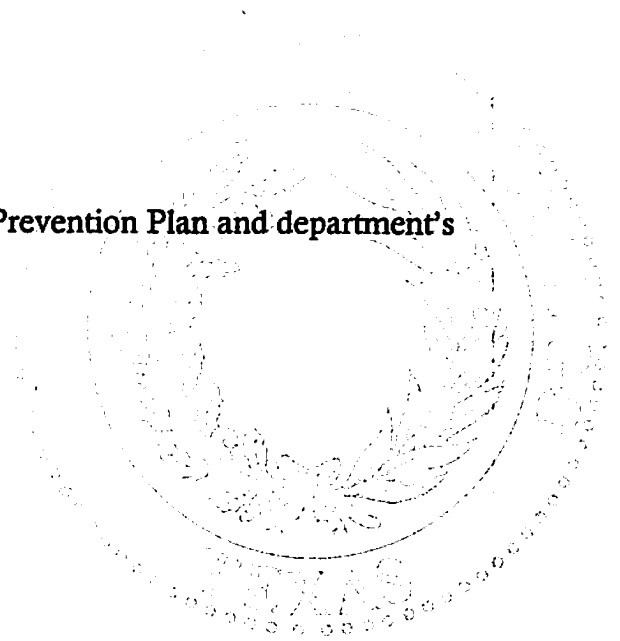
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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: D.A. HB65 Investigation (080-007)

DATE: 05/26/10

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

CURRENT SLOT. #: 011

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ 0.00 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 Exempt
Non-Exempt Non-Exempt
N/A

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

FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT.

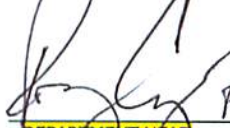

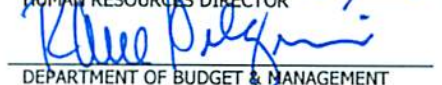
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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 | 12/21/2010
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 12/22/10
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 12/22/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ASSISTANT DISTRICT ATTORNEY II

GRADE: 14

GENERAL DESCRIPTION

Employee performs legal work. Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal setting with prior experience in the relevant areas of law preferred. Juris Doctorate (JD) degree required. Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Knowledge of all applicable laws and procedures

PHYSICAL DEMANDS:

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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:

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- 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: D.A. HB65 Investigation (080-007)

DATE: 05/26/10

CURRENT POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

CURRENT SLOT. #: 013 & 016

REQUESTED POSITION TITLE: ASSISTANT DISTRICT ATTORNEY I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ 0.00 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:				
Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input checked="" type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

FUNDS ARE DIMINISHING, THEREFORE NEED TO ELIMINATE SLOT

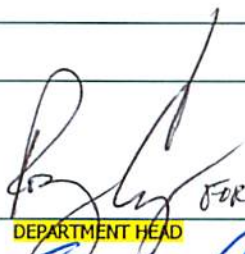

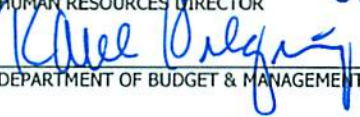
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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 | 12/21/2010
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 | 12/22/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ASSISTANT DISTRICT ATTORNEY I

GRADE: 12

GENERAL DESCRIPTION

Performs entry-level legal work; Work involves performing all duties as assistants to higher level licensed attorneys.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal setting preferred. Juris Doctorate (JD) degree required. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Be in the process of obtaining a license from the Texas State Bar

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: **D.A. HB65 Investigation (080-007)**
Criminal DA (080-002)

DATE: 12/20/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I

CURRENT SLOT. #: 054, 0085

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

DA INVESTIGATION HB65 - 1223-412-00-080-007-0

Salary Amount: \$ 2,666.00 \$ 0.00 \$ (2,666.00)

CRIMINAL DISTRICT ATTORNEY - 1100-412-00-080-002-0

Salary Amount: \$ 19,550.00 \$ 22,216.00 \$ 2,666.00
 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:				
Exempt	<input checked="" type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	FLSA: Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

FUNDS ARE DIMINISHING, THEREFORE NEED TO ELIMINATE SLOT

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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. [Signature] FOR RENE GUERRA 12/21/2010
DEPARTMENT HEAD DATE

2. [Signature] 12/22/10
HUMAN RESOURCES DIRECTOR DATE

3. [Signature] 12/22/10
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO




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

POSITION RECLASIFICACION: 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. | 
FDR RENE GUERRA
DEPARTMENT HEAD | 12/21/2010
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
ESTHER A. CALYPSO
HUMAN RESOURCES DIRECTOR | 12/21/10
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
RENEE OLYGIN
DEPARTMENT OF BUDGET & MANAGEMENT | 12/22/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

ADMINISTRATIVE ASSISTANT I

GRADE: 04

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical work or administrative support work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

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: D.A. HB65 Investigation (080-007)

DATE: 05/26/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT II

CURRENT SLOT. #: 055

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETE COST ALLOCATION SLOT

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ 0.00 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:				
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)
FUNDS ARE DIMINISHING THEREFORE NEED TO ELIMINATE SLOT

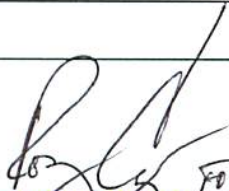
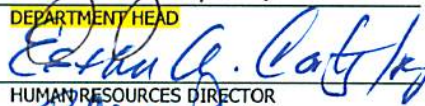

NEW POSITION: Brief job description and attach a copy of the new job description.

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

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 | 12/21/2010
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 12/12/10
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 12/22/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | _____ | _____ |

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries and interprets rules, regulations, policies, and procedures

Assists in the development of administrative or technical assistance policies and procedures

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; 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
- 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



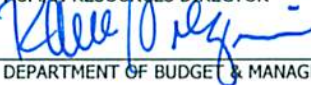
NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASIFICACION: 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 | 12/21/2010
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 12/22/10
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 12/22/10
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

CLERK II

GRADE: 03

GENERAL DESCRIPTION

Performs routine (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, and purchasing; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under moderate supervision with limited 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

Answers inquiries regarding policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data and performs arithmetical computations; may prepare charts, graphs, and tables

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Performs data entry and retrieval

May receive shipments and supplies, inspect for damage, and check for correct quality and quantity

May maintain office schedules and appointments and provide notification of appointments.

May perform back-up receptionist or telephone switchboard duties

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

May assist in balancing accounts by running tapes and proofreading

May prepare summaries of balances and cost information and formulate other reports as required

May administer employment tests

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

May receive and count cash

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year experience in clerical work. 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 business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

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.

Agenda Item: 24523

To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Thursday, December 30, 2010

Summary of request/proposal:

DA INVESTIGATION HB65:

Approval to delete the following cost allocations, effective 01/01/2011:

Fund	Position	Slot#	Obj	Grade	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1223	Assistant DA II	0011	113	14	0.00	0.00	0.00
1223	Assistant DA I	0013	113	12	0.00	0.00	0.00
1223	Assistant DA I	0016	113	12	0.00	0.00	0.00
1223	Administrative Assistant I	0046	113	4	0.00	0.00	0.00
1223	Clerk II	0051	113	3	0.00	0.00	0.00
1223	Administrative Assistant I	0054	113	4	2,666.00	0.00	(2,666.00)
1223	Administrative Assistant II	0055	113	6	0.00	0.00	0.00
1223	Clerk II	0061	113	3	0.00	0.00	0.00
TOTAL:					2,666.00	0.00	(2,666.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1223-412-00-080-007-0- 113	DA INVESTIGATION HB65 - REG F/T EMPLOYEES	(\$2,666.00)
1-1223-412-00-080-007-0- 211	DA INVESTIGATION HB65 - HEALTH INSURANCE	\$0.00
1-1223-412-00-080-007-0- 212	DA INVESTIGATION HB65 - LIFE INSURANCE	\$0.00
1-1223-412-00-080-007-0- 220	DA INVESTIGATION HB65 - FICA	(\$203.95)
1-1223-412-00-080-007-0- 230	DA INVESTIGATION HB65 - RETIREMENT	(\$255.94)
1-1223-412-00-080-007-0- 250	DA INVESTIGATION HB65 - UNEMPLOYMENT COMP	(\$13.33)
1-1223-412-00-080-007-0- 260	DA INVESTIGATION HB65 - WORKER'S COMP	\$0.00
2011 Budgetary Impact		(\$3,139.22)

2012 Budgetary Impact: (\$3,139.22)

Possible Funding Sources: **NO BUDGETARY IMPACT**

CRIMINAL DISTRICT ATTORNEY

Fund	Position	Slot#	Obj	Grade	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1223	Administrative Assistant I	0054	113	4	19,950.00	22,616.00	2,666.00
TOTAL:					19,950.00	22,616.00	2,666.00

** PROPOSED GRADE & STEP SALARY TO BE FUNDED 100% FROM D.A. GENERAL FUND ACCOUNT **

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-412-00-080-002-0 113	DA INVESTIGATION HB65 - REG F/T EMPLOYEES	\$2,666.00
1-1100-412-00-080-002-0 211	DA INVESTIGATION HB65 - HEALTH INSURANCE	\$0.00
1-1100-412-00-080-002-0 212	DA INVESTIGATION HB65 - LIFE INSURANCE	\$0.00
1-1100-412-00-080-002-0 220	DA INVESTIGATION HB65 - FICA	\$203.95
1-1100-412-00-080-002-0 230	DA INVESTIGATION HB65 - RETIREMENT	\$255.94
1-1100-412-00-080-002-0 250	DA INVESTIGATION HB65 - UNEMPLOYMENT COMP	\$13.33
1-1100-412-00-080-002-0 260	DA INVESTIGATION HB65 - WORKER'S COMP	\$0.00
2011 Budgetary Impact		\$3,139.22

2012 Budgetary Impact: \$3,139.22

Possible Funding Sources:

FUNDS TO BE TRANSFERRED ON 1/4/2011.

Budget Office Recommendation:

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: 24523

Summary of request/proposal:

DA BAD CK (1222):

1. Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer, same grade, effective 01/01/2011. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel Handbook.
2. Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1222	Carpenter IV	N/A	0001	113	\$43,984.00 (Grade 9/ Step 9)	\$0.00	(\$43,984.00)
1222	Manager of Information & Technology	Developer & System Engineer	0002	113	\$73,392.00 (Grade 17/ Step 5)	\$73,392.00 (Grade 17/ Step 5)	\$0.00
TOTAL:					\$117,376.00	\$73,392.00	(\$43,984.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1222-412-00-080-006-0- 113	DA BAD CK - REG F/T EMPLOYEES	(\$43,984.00)
1-1222-412-00-080-006-0- 211	DA BAD CK - HEALTH INSURANCE	(\$2,706.96)
1-1222-412-00-080-006-0- 212	DA BAD CK - LIFE INSURANCE	(\$27.00)
1-1222-412-00-080-006-0- 220	DA BAD CK - FICA	(\$3,364.78)
1-1222-412-00-080-006-0- 230	DA BAD CK - RETIREMENT	(\$4,187.28)
1-1222-412-00-080-006-0- 250	DA BAD CK - UNEMPLOYMENT COMP	(\$219.92)
1-1222-412-00-080-006-0- 260	DA BAD CK - WORKER'S COMP	\$0.00
2011 Budgetary Impact		(\$54,489.94)

2012 Budgetary Impact: \$54,489.94

Possible Funding Sources: **NO BUDGETARY IMPACT**

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1223-412-00-080-007-0

AI - 24523

D.A. HB65 Investigation

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
0049	113	ADMINISTRATIVE ASSISTANT II	6	1	\$27,276.00	\$2,998.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0050	113	ADMINISTRATIVE ASSISTANT II	6	3	\$29,186.00	\$5,032.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT										
		↓										
0051	113	CLERK-II	3	+	\$11,651.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0052	113	ADMINISTRATIVE ASSISTANT II	6	3	\$29,186.00	\$5,032.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0053	113	ADMINISTRATIVE ASSISTANT II	6	2	\$28,231.00	\$4,952.00	\$0.00	\$52.62	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT & PAY 100% FROM D.A. GENERAL FUND ACCT.										
		↓										
0054	113	ADMINISTRATIVE-ASSISTANT-I	4	3	\$25,021.00	\$3,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT										
		↓										
0055	113	ADMINISTRATIVE-ASSISTANT-II	6	2	\$28,231.00	\$3,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0056	113	ASSISTANT DISTRICT ATTORNEY III	16	4	\$65,071.00	\$9,136.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0057	113	ASSISTANT DISTRICT ATTORNEY I	12	5	\$49,344.00	\$49,344.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00
0058	114	CRIMINAL INVESTIGATOR I	12	3	\$46,314.00	\$23,157.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0060	113	ASSISTANT DISTRICT ATTORNEY III	16	5	\$67,132.00	\$7,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE THE FOLLOWING COST ALLOCATION SLOT										
		↓										
0061	113	CLERK-II	3	0	\$20,520.00	\$4,624.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$2,728,052.00	\$301,765.00	\$0.00	\$52.62	\$0.00	\$0.00	\$900.00	\$0.00

1. Approval to delete the above cost allocations, effective 01/01/2011:

2. Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of \$2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX).

All personnel actions pending CC approval.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-412-00-080-002-0

CRIMINAL DA

AI - 24523

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
0001	113	ASSISTANT DISTRICT ATTORNEY V	20	9	\$102,549.00	\$102,549.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0002	113	ASSISTANT DISTRICT ATTORNEY V	20	8	\$99,745.00	\$99,745.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	ASSISTANT DISTRICT ATTORNEY V	20	8	\$99,745.00	\$99,745.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0004	113	ASSISTANT DISTRICT ATTORNEY V	20	5	\$91,333.00	\$91,333.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0005	113	ASSISTANT DISTRICT ATTORNEY V	20	5	\$91,333.00	\$91,333.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0006	113	ASSISTANT DISTRICT ATTORNEY V	20	4	\$88,529.00	\$88,529.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	2	\$52,254.00	\$52,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	\$85,725.00	\$85,725.00	\$0.00	\$3,360.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0009	113	ASSISTANT DISTRICT ATTORNEY I	12	5	\$49,344.00	\$49,344.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	4	\$65,071.00	\$65,071.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0011	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	\$78,303.00	\$78,303.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0012	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	\$78,303.00	\$78,303.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	\$75,899.00	\$75,899.00	\$0.00	\$3,120.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$71,091.00	\$0.00	\$4,320.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	\$73,495.00	\$73,495.00	\$0.00	\$2,640.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$71,091.00	\$0.00	\$2,640.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	5	\$57,555.00	\$57,555.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$71,091.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$66,634.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	6	\$69,193.00	\$69,193.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	5	\$67,132.00	\$67,132.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	\$67,132.00	\$63,071.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$67,536.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0024	113	ASSISTANT DISTRICT ATTORNEY II	14	2	\$52,254.00	\$52,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0026	113	ASSISTANT DISTRICT ATTORNEY III	16	4	\$65,071.00	\$61,043.00	\$0.00	\$1,680.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-412-00-080-002-0

CRIMINAL DA

AI - 24523

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	\$65,071.00	\$61,011.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	\$63,010.00	\$59,488.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	\$65,071.00	\$55,935.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0030	113	ASSISTANT DISTRICT ATTORNEY II	14	4	\$55,788.00	\$55,788.00	\$0.00	\$960.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	\$63,010.00	\$59,015.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	\$60,949.00	\$56,896.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	0	\$47,963.00	\$47,963.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	\$58,888.00	\$54,890.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	\$60,250.00	\$58,220.00	\$0.00	\$1,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	\$63,010.00	\$58,020.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0037	113	ASSISTANT DISTRICT ATTORNEY II	14	2	\$52,254.00	\$52,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0038	113	ASSISTANT DISTRICT ATTORNEY III	16	2	\$60,949.00	\$55,884.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0039	113	ASSISTANT DISTRICT ATTORNEY II	14	1	\$50,487.00	\$50,487.00	\$0.00	\$4,560.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	\$59,322.00	\$54,303.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0041	113	ASSISTANT DISTRICT ATTORNEY I	12	5	\$49,344.00	\$49,344.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0042	113	CRIMINAL INVESTIGATOR II	14	4	\$55,788.00	\$51,743.00	\$0.00	\$840.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$0.00
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	3	\$54,021.00	\$52,865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	4	\$55,788.00	\$52,575.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0045	113	ASSISTANT DISTRICT ATTORNEY I	12	7	\$52,374.00	\$52,374.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	\$59,322.00	\$54,303.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	4	\$55,788.00	\$53,941.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	2	\$52,254.00	\$50,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	4	\$55,788.00	\$54,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
0050	111	CRIMINAL DISTRICT ATTORNEY				\$48,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	2	\$52,254.00	\$49,009.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-412-00-080-002-0

AI - 24523

CRIMINAL DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
0077	113	ADMINISTRATIVE ASSISTANT II	6	3	\$29,186.00	\$24,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0078	113	ADMINISTRATIVE ASSISTANT II	6	3	\$29,186.00	\$24,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0079	113	ADMINISTRATIVE ASSISTANT II	6	3	\$29,186.00	\$24,154.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0080	113	ADMINISTRATIVE ASSISTANT II	6	2	\$28,231.00	\$23,279.00	\$0.00	\$247.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0081	113	ADMINISTRATIVE ASSISTANT I	4	5	\$26,657.00	\$21,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0082	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0083	113	ADMINISTRATIVE ASSISTANT I	4	3	\$25,021.00	\$25,021.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0084	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		PAY 100% FROM D.A. GENERAL FUND ACCT; COST ALLOCATION SLOT WILL BE DELETED												
0085	113	ADMINISTRATIVE ASSISTANT I	4	3	\$25,021.00	\$22,018.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0086	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0087	113	CRIMINAL INVESTIGATOR I	12	0	\$41,120.00	\$41,120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0088	113	CLERK II	3	1	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0089	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	\$75,899.00	\$75,899.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	2	\$60,949.00	\$60,949.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00
					\$4,602,986.00	\$4,434,680.00	\$0.00	\$109,987.38	\$0.00	\$0.00	\$0.00	\$57,500.00	\$0.00	\$0.00

Approval to delete cost allocation for one (1) Administrative Assistant I, slot no. 054, in the amount of \$2,666.00 and pay 100% from District Attorney (Acct. No. 1-1100-412-00-080-002-0-XXX), slot no. 085.
Personnel action pending CC approval.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 24523

1-1222-412-00-080-006-0

DA BAD CK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION												
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119											
		DELETE THE FOLLOWING: ↓																						
0044	113	CARPENTER-IV ↓	9	9	\$43,084.00	\$43,084.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		RECLASSIFY THE FOLLOWING: ↓																						
0003	113	DEVELOPER & SYSTEM ENGINEER MANAGER OF INFORMATION & TECHNOLOGY	17	5	\$72,503.00	\$72,503.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G004	113	CRIME VICTIM COORDINATOR	10	3	\$39,707.00	\$10,026.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	ADMINISTRATIVE ASSISTANT V	12	1	\$43,284.00	\$43,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T009	122	CLERK IV	7	11	\$39,768.00	\$12,964.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T011	122	CLERK I	1	0	\$17,636.00	\$8,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T018	122	CLERK I	1	0	\$17,636.00	\$3,527.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T019	122	CLERK I	1	0	\$17,636.00	\$3,527.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T020	122	CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T021	122	CLERK I	1	0	\$17,636.00	\$3,527.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T022	122	CLERK I	1	0	\$17,636.00	\$3,527.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T023	122	CLERK I	1	4	\$20,514.00	\$20,514.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T024	122	CLERK I	1	4	\$20,514.00	\$20,514.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$386,090.00	\$263,623.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Approval to reclassify one (1) full time, slot no. 003, from Manager of Information & Technology position, grade 17 to Developer & System Engineer, same grade, effective 01/01/2011. Reviewed and recommended by the Classification Committee as per the Hidalgo County Personnel
 - Approval to delete one (1) full-time Carpenter IV position, slot no. 001, grade level 09.
- All personnel actions pending CC approval.