



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 12/27/10

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: 24587

C.C. Date: 12/30/10

Dept: EMERGENCY MANAGMENT

RECEIVED

DEC 27 2010

Human Resources

4:30pm

Human Resources Dept:

AI-24587

18.E.6.

**Emergency Management EM - Deletion of position
CC REGULAR**

Date: 12/30/2010
Submitted By: Sylvia Solis, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

Emergency Management (1100):
 a. Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.
 b. Approval of revised 2011 salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-429-00-300-023-0-XXX
FUNDS AVAILABLE Y/N?: Y **MATCHING FUNDS Y/N?:** N

BUDGETARY IMPACT:

Funds available from deletion of position.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management	Erika Zamora	12/22/2010 04:55 PM	APRV
2	Damaris San Miguel	Damaris San Miguel	12/22/2010 05:29 PM	APRV
3	Auditor's Office		12/27/2010 08:43 AM	NEW
Form Started By: Sylvia Solis			Started On: 12/22/2010 04:42 PM	
Final Approval Date: 12/27/2010				



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Emergency Management (300-023)

DATE: 12/22/10

CURRENT POSITION TITLE: EXECUTIVE ASSISTANT I

CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:	\$	<u>40,078.00</u>	\$	<u>0.00</u>	\$	<u>(40,078.00)</u>
		Grade 11, Step 1		Proposed Budgeted Salary		Grade 11, Step 1
		Current 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 _____

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Delete To Create position # 0031 in city JUDGE OFFICE

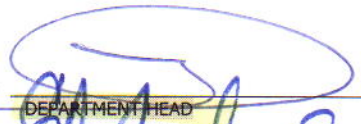
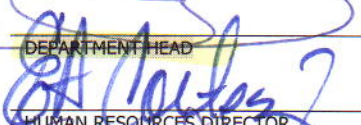
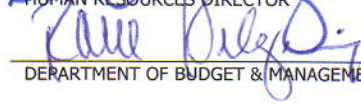
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	12/27/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/27/2010 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2010 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

EXECUTIVE ASSISTANT I

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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:

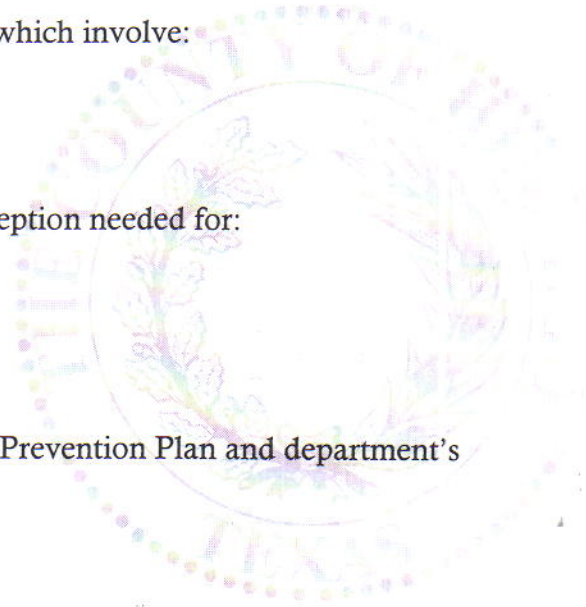
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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

REVISED ON 12/28/10

Agenda Item: 24587

Summary of request/proposal:

Emergency Management (1100):

Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Executive Assistant I	0005	113	40,078.00 Grade 11, Step 1	0.00	(40,078.00) Grade 11, Step 1
				40,078.00	0.00	(40,078.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-429-00-300-023-0- 113	EMERGENCY SRVS - EM - REG F/T EMPLOYEES	(\$40,078.00)
1-1100-429-00-300-023-0- 211	EMERGENCY SRVS - EM - HEALTH INSURANCE	(\$3,600.00)
1-1100-429-00-300-023-0- 212	EMERGENCY SRVS - EM - LIFE INSURANCE	(\$27.00)
1-1100-429-00-300-023-0- 220	EMERGENCY SRVS - EM - FICA	(\$3,065.97)
1-1100-429-00-300-023-0- 230	EMERGENCY SRVS - EM - RETIREMENT	(\$3,847.49)
1-1100-429-00-300-023-0- 250	EMERGENCY SRVS - EM - UNEMPLOYMENT COMP	(\$200.39)
1-1100-429-00-300-023-0- 260	EMERGENCY SRVS - EM - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	(\$50,818.85)

2012 Budgetary Impact: (\$50,818.85)

Possible Funding Sources:

**AVAILABLE FUNDS TRANSFERRED TO CO. JUDGE'S.
 PENDING APPROVAL OF INTERDEPT. TRANSFER.**

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 24587

1-1100-429-00-300-023-0-

EMERGENCY MANAGEMENT - EM

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	112	EMERGENCY SERVICES DIRECTOR	0	0	\$0.00	\$76,440.00	\$76,440.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,740.00
0002	113	DEPUTY EMRGNC MNGT COORD II	13	2	\$48,383.00	\$48,383.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	DEPUTY EMRGNC MNGT COORD II	13	2	\$48,383.00	\$48,383.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0004	113	DEPUTY EMRGNC MNGT COORD II	13	2	\$48,383.00	\$48,383.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DELETE THE FOLLOWING:													
0005	113	EXECUTIVE ASSISTANT I	11	1	\$40,078.00	\$40,078.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	ADMINISTRATIVE ASSISTANT III	8	4	\$35,157.00	\$35,157.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
							\$220,384.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,440.00

Approval to delete one (1) full-time Executive Assistant I position, slot no. 0005, grade 11, effective 01/01/2011.