



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: 24588

C.C. Date: 12/30/10

Dept: DBM – BUDGET DIVISION

RECEIVED

DEC 27 2010

Human Resources

4:30 pm

Human Resources Dept:



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DBM Budget Division (115-001)

DATE: 12/22/10

CURRENT POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER II

CURRENT SLOT. #: 0027

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: \$ 71,254.00 Grade 16, Step 7 \$ 0.00 Proposed Budgeted Salary \$ (71,254.00) Grade 16, Step 7
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
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 type="checkbox"/>	FLSA:	<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)

TRANSFER TO THE OFFICE OF THE COUNTY JUDGE

RE

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

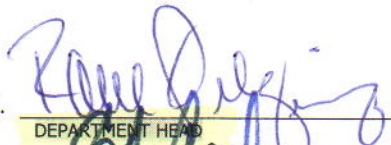
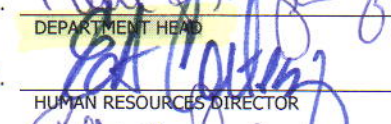
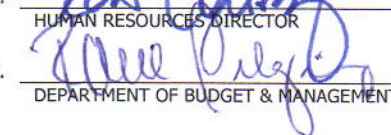
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Delete / Create

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

ECONOMIC DEVELOPMENT PLANNER II

GRADE: 16

GENERAL DESCRIPTION

Performs complex economics work. Work involves conducting economic studies and analyses and collecting economic information. Obtains planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Position will build on workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Coordinates the planning and development of new programs and project initiatives, particularly those related to district goals such as economic development

Makes statistical computations on economic and demographic indicators for specified economic areas

Works with local governments in their planning and development efforts, including development of projects, identification of funding sources, assistance in preparing applications for said funding sources, and tracking projects to completion

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Develops ways in which related programs can be integrated for efficiency, and innovative mechanisms can be developed for enhanced program, division and district effectiveness

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

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

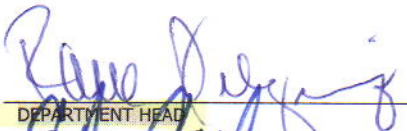
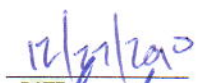

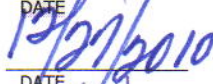
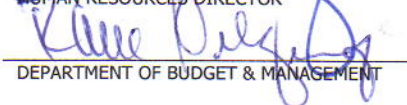
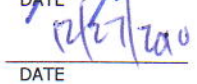
NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

ECONOMIC DEVELOPMENT PLANNER I

GRADE: 14

GENERAL DESCRIPTION

Performs (entry-level) economics work. Work involves conducting economic studies and analyses and collecting economic information. Assist in obtaining planning, data, and policy analysis and community organizing around issues of Regional Economic Development that will guide the formulation of a Countywide Comprehensive Economic Development Strategy. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in collecting and maintaining information on current and projected changes in economic activity

Prepares economic and demographic statistics for analysis

Makes statistical computations on economic and demographic indicators for specified economic areas

Conducts studies, deduces facts to findings, makes recommendations, and prepares reports

Conducts economic impact analyses, applying mathematical models and statistical techniques

Assists with the planning, organizing, and coordinating of economic programs and activities

May develop and conduct presentations

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Assists in developing procedures for implementing plans or programs and for measuring progress

Assists with preparing and monitoring performance measures

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

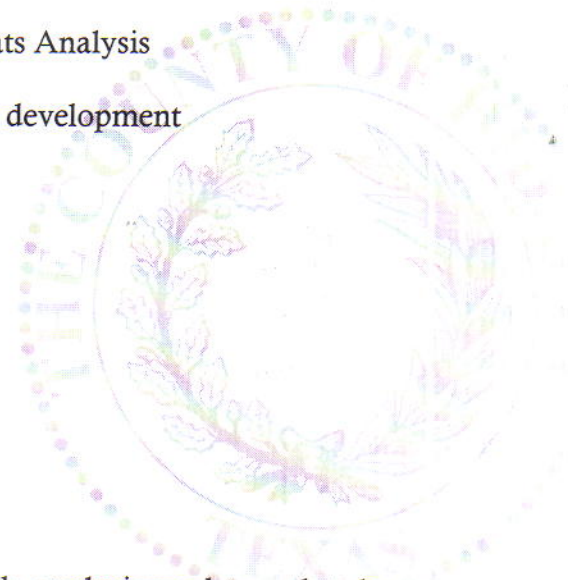
Conduct Strengths, Weakness, Opportunities, and Threats Analysis

Develop and maintain a comprehensive list of economic development organizations/associations

Develop and conduct community and business surveys

May train others

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience in planning, economic research, analysis work, or related experience. Graduation from an accredited four year college or university with a Bachelor's in Business or Public Administration, Economics, or related field. Master's Degree in Business Administration or Public Administration preferred. Experience and education may be substituted for one another.

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Knowledge of economic principles, techniques, and procedures

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- 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: 24588

Summary of request/proposal:

DBM Budget Division (1100):

Approval to delete the following full-time positions, effective 01/01/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Economic Development Planner II	0027	113	71,254.00	0.00	(71,254.00)
				Grade 16, Step 7		Grade 11, Step 1
1100	Economic Development Planner I	0028	113	50,487.00	0.00	(50,487.00)
				Grade 14, Step 1		Grade 14, Step 1
				121,741.00	0.00	(121,741.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-415-14-115-001-0- 113	DBM BUDGET DIVI. - REG F/T EMPLOYEES	(\$121,741.00)
1-1100-415-14-115-001-0- 211	DBM BUDGET DIVI. - HEALTH INSURANCE	(\$7,200.00)
1-1100-415-14-115-001-0- 212	DBM BUDGET DIVI. - LIFE INSURANCE	(\$54.00)
1-1100-415-14-115-001-0- 220	DBM BUDGET DIVI. - FICA	(\$9,313.19)
1-1100-415-14-115-001-0- 230	DBM BUDGET DIVI. - RETIREMENT	(\$11,687.14)
1-1100-415-14-115-001-0- 250	DBM BUDGET DIVI. - UNEMPLOYMENT COMP	(\$608.71)
1-1100-415-14-115-001-0- 260	DBM BUDGET DIVI. - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	(\$150,604.04)

2012 Budgetary Impact: (\$150,604.04)

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

0-1100-415-14-115-001-0-

AI - 24588

DBM - BUDGET DIVISION

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	BUDGET OFFICER	0	0	\$0.00	\$91,728.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	113	DIRECTOR BDGT MNGT DIVISION	18	1	\$68,687.00	\$68,687.00	\$0.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	DIRECTOR STRTGC PLNNG DVSN	18	1	\$68,687.00	\$68,687.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0004	113	SENIOR BUDGET ANALYST	15	1	\$54,526.00	\$54,526.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0005	113	SENIOR PLANNING ANALYST	15	1	\$54,526.00	\$54,526.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	PLANNING ANALYST II	12	2	\$44,799.00	\$44,799.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	BUDGET ANALYST II	12	2	\$44,799.00	\$44,799.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0009	113	BUDGET ANALYST I	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	BUDGET ANALYST I	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0012	113	COMM COURT AGENDA COORD	10	3	\$39,707.00	\$39,707.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0014	113	BUDGET CLERK II	8	2	\$32,929.00	\$32,929.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0015	113	BUDGET CLERK I	6	4	\$30,141.00	\$30,141.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0020	113	BUDGET CLERK II	8	2	\$32,929.00	\$32,929.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0021	113	BUDGET ANALYST I	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0022	113	PLANNING ANALYST I	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0023	113	PLANNING ANALYST I	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0024	113	BUDGET ANALYST III	14	1	\$50,487.00	\$50,487.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0025	113	PLANNING ANALYST III	14	1	\$50,487.00	\$50,487.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0026	113	BUDGET CLERK I	6	3	\$29,186.00	\$29,186.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DELETE THE FOLLOWING:													
0027	113	ECONOMIC DVLPMNT PLANNER H	16	7	\$71,254.00	\$71,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0028	113	ECONOMIC DVLPMNT PLANNER I	14	4	\$50,487.00	\$50,487.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0029	113	BUDGET ANALYST I	10	1	\$37,109.00	\$37,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$965,770.00	\$1,057,498.00	\$0.00	\$5,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Approval to delete the above full-time positions, effective 01/01/2011, and transfer employee and Economic Development Planner I position, slot no. 0028, to the County Judge's Office.