



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: 24589

C.C. Date: 12/30/10

Dept: COUNTY JUDGE

RECEIVED

DEC 27 2010

Human Resources

*4:30 pm*

Human Resources Dept:

18.E.3.

AI-24589

**Co Judge - Approval of Reclassifications, salary increase/ decreases, creations and deletions**

**CC REGULAR**

**Date:** 12/30/2010  
**Submitted By:** Sylvia Solis, BUDGET & MANAGEMENT  
**Submitted For:** County Judge  
**Department:** BUDGET & MANAGEMENT  
**Agenda Category:** Budget and Management

**Sub-category:** Salary Schedule Changes

**Information**

**CAPTION**

County Judge (1100):

a. Approval of the following personnel actions effective 01/01/2011:

Action	Slot No.	Current Position Title	Proposed Position Title	Current Budgeted Salary	Proposed Budgeted Salary
Salary Adjustment (Correction)	0003	Assistant Chief Administrator (Vacant)	Assistant Chief Administrator	\$76,331.00	\$68,000.00
✓ Delete	0006	Administrative Assistant (Vacant)	N/A	\$54,600.00	N/A
Reclassification As per the reclassification policy Sec. 3.22 of the of the Civil Serv. Comm. Rules	0007	Administrative Assistant IV	Executive Assistant III	\$41,006.00	\$60,000.00
Salary Adjustment (Correction)	0011	Executive Assistant	Executive Assistant	\$40,000.00	\$48,657.00
Salary Adjustment (Demotion)	0012	Administrative Assistant	Administrative Assistant	\$46,956.00	\$42,000.00
Delete	0027	Economic Development Planner II (Vacant)	N/A	\$42,000.00	N/A
✓ Create	0028	N/A	Executive Assistant III	N/A	\$58,000.00
Create	0029	N/A	Administrative Assistant III	N/A	\$35,000.00
Create	0030	N/A	Economic Development Planner II	N/A	\$63,000.00
Create	0031	N/A	Executive Assistant II	N/A	\$50,000.00

b. Approval of position and employee transfer as follows:

Employee No.	From	Slot	Position Title	Salary	To	Slot	Position Title	Salary
148229	DBM	115-001-0028	Economic Development Planner I	\$50,487.00	CO Judge	110-006-0032	Economic Development Planner I	\$50,487.00

c. Approval of Interdepartmental Transfer.  
 d. Approval of revised 2011 salary schedules.

**BACKGROUND**

**Fiscal Impact**

**Attachments**

No file(s) attached.

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
1	Sylvia Solis	Angela Garcia	12/22/2010 05:44 PM	APRV

2 Damaris San Miguel  
Form Started By: Sylvia Solis  
Final Approval Date: 12/27/2010

12/27/2010 08:43 AM PEND  
Started On: 12/22/2010 04:59 PM

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# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Judge (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT

CURRENT SLOT. #: 0006

REQUESTED POSITION TITLE: N/A

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other DELETE POSITION

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

**POSITION SALARY REQUEST:**

Salary Amount:      \$ 54,600.00      \$ 0.00      \$ (54,600.00)  
    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       \_\_\_\_\_  
   
 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.)
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)

DELETION OF THIS POSITION REQUIRED TO CREATE  
 NEW POSITION - POSITION NUMBER 0028 Q

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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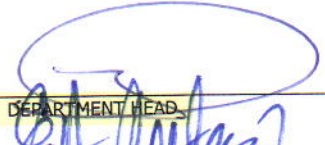
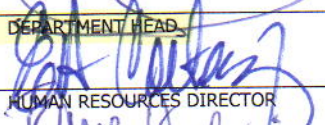
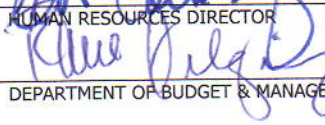
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 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		



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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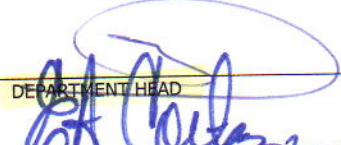
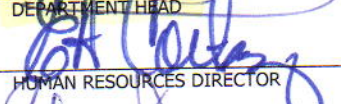
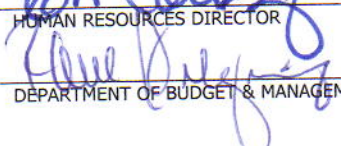
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>12/27/10</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			

## ADMINISTRATIVE ASSISTANT

**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

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: Co. Judge

DATE:

DEPARTMENT NUMBER: 110

PROGRAM NUMBER: 006

CURRENT SLOT #: 0007

NO. OF POSITIONS: 1

### DEPARTMENT CLASSIFICATION REQUEST - Reclassification

#### CURRENT

Administrative Assistant IV

Classification/Position Title

\$ 41,006.00

Pay Grade/Salary

#### REQUESTED GRADE/ TITLE:

Executive Assistant III

Classification/Position Title

\$ 60,000.00

Pay Grade/Salary

#### COMMITTEE RECOMMENDATION

Executive Assistant III

Classification/Position Title

\$ 60,000.00

Pay Grade/Salary

#### COMMENTS:

#### SIGNATURES

(NOT PRESENT) [Signature]

Human Resources Representative

Date

Norma G. Garcia

County Treasurer Representative

12/17/10

Date

[Signature]

Budget & Management Representative

12/17/2012

Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: County Judge's Office

DATE: 12/16/10

CURRENT POSITION TITLE: Administrative Assistant IV

CURRENT SLOT. #: 0007

REQUESTED POSITION TITLE: Executive Assistant (II) (P)

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

<u>1</u>	<u>41,006.00</u> Salary	<u>60,000.00</u> Salary	\$ <u>18,994.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds  
 Other 2011 Co. Wide Adm. - Contingency

**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.)
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- CIVIL SERVICE:     FLSA:
- Exempt      Exempt   
 Non-Exempt      Non-Exempt   
 N/A

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

Employee has been and will be performing the duties of Executive Assistant and not of Administrative Assistant IV.

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

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

Will coordinate and oversee high level operations, supervise the work of others, prepare reports, and coordinate work with other entities.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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- |    |   |                         |                                   |   |                             |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Isolanda Chapa</u><br>DEPARTMENT HEAD                | <u>12/16/10</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
| 2. | <u>[Signature]</u><br>HUMAN RESOURCES DIRECTOR          | <u>12/21/10</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/22/10</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                            | DATE                    |                                   |   |                             |

## ADMINISTRATIVE ASSISTANT IV

old

GRADE: 10

### GENERAL DESCRIPTION

Employee performs advanced (senior-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Performs complex technical assistance work for an agency program
- Prepares, interprets, and disseminates information concerning agency programs and procedures
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents
- Responds to inquiries regarding technical program or administrative regulations, policies, and procedures
- Coordinates meetings, conferences, and seminars
- Develops administrative and technical policies and procedures
- Develops, coordinates, and maintains record keeping and filing systems
- May assist in the implementation of program planning
- May assist in compiling and analyzing data, making calculations, and preparing reports
- May research, compose, design, or edit agency publications such as brochures, forms, manuals, and reports
- May research technical and policy issues
- May develop training materials
- May train others
- May supervise the work of others
- Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Three to five (3-5) years of experience in administrative support work in a government setting. Graduation from an accredited four-year college or university with major course work in 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 office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of 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

## EXECUTIVE ASSISTANT III

Now

**GRADE: 15**

### **GENERAL DESCRIPTION**

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

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation 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 agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Five (5) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

## **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



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Co. Judge (110-006)

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 DELETE POSITION

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 42,000.00    \$ 0.00    \$ (42,000.00)  
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  \_\_\_\_\_  
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.)

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

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
REQUIRED To create NEW position number - 0029

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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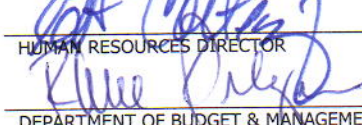
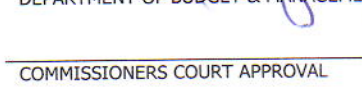
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0030

REQUESTED POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER II

**REQUEST FOR:**

- New Position     
 Temporary Position     
 Position Reclassification\*     
 Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:     \$ 0.00     \$ 63,000.00     \$ 63,000.00  
   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  \_\_\_\_\_  
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.)
CIVIL SERVICE: Exempt <input type="checkbox"/> FLSA: 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)

*vacant position - deletion AT DBM - creation  
AT city JUDGE - RESET SALARY. CP*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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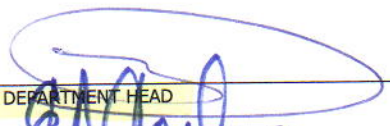
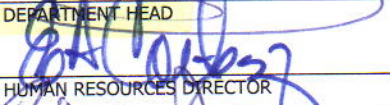
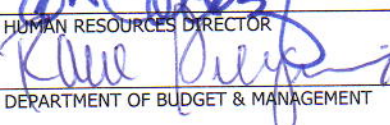
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>12/27/10</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>12/27/10</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

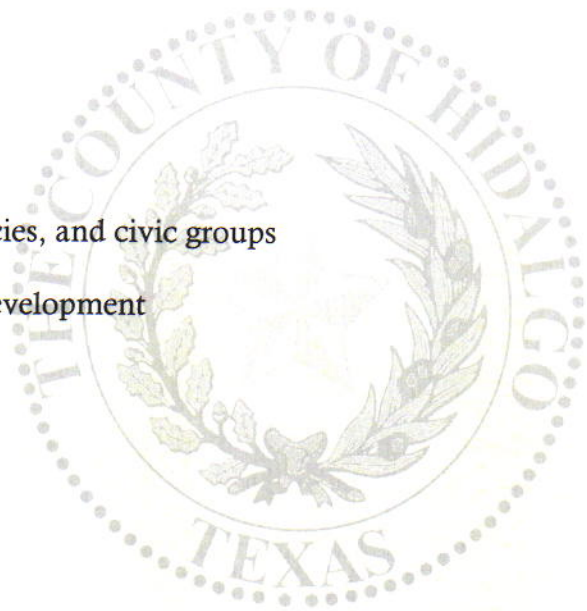
Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

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



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0028

REQUESTED POSITION TITLE: EXECUTIVE ASSISTANT III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 58,000.00    Proposed Budgeted Salary    \$ 58,000.00    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 type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)  
NEW/ CREATE slot # 0028 AND DELETE slot no 06  
Position PO

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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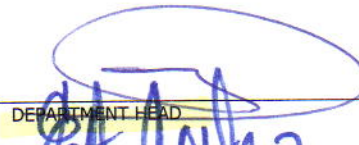
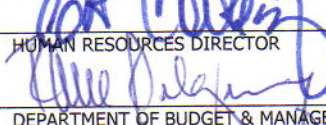

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 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 III**

**GRADE: 15**

### **GENERAL DESCRIPTION**

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

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation 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 agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Five (5) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

**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:

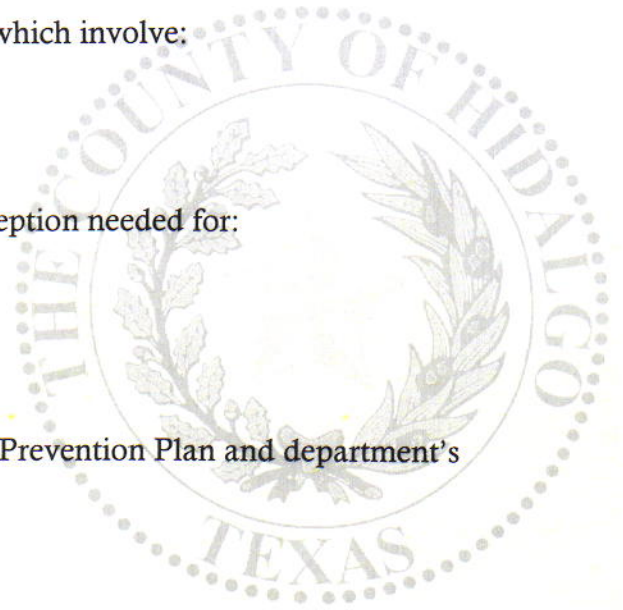
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0029

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 35,000.00    Proposed Budgeted Salary    \$ 35,000.00    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

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

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

*Deleted pos. no. 0027 To create no. 0029  
At different (lower) salary*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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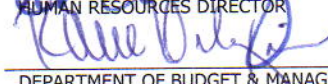
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12/23/10 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/21/2010 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			

## ADMINISTRATIVE ASSISTANT III

**GRADE: 08**

### **GENERAL DESCRIPTION**

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

### **EXAMPLES OF WORK PERFORMED**

Prepares, interprets, and disseminates information concerning agency programs and procedures

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

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

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

Coordinates meetings, conferences, and seminars

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

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### **Experience and Education**

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

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

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; and to supervise the work of 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:

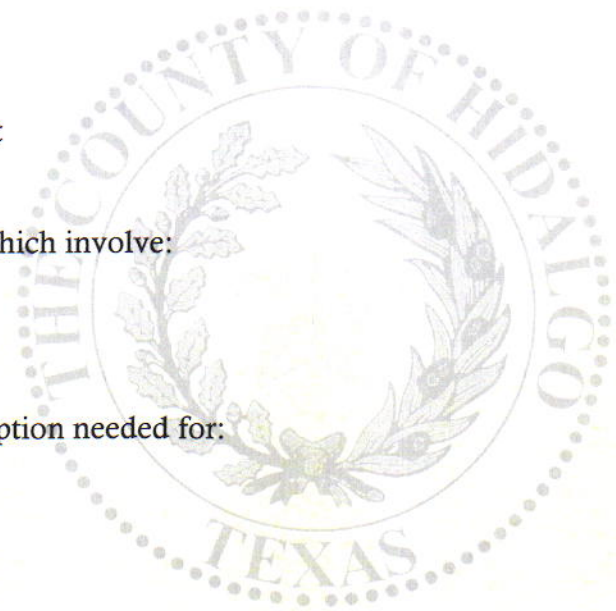
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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





# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0031

REQUESTED POSITION TITLE: EXECUTIVE ASSISTANT II

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 50,000.00    Proposed Budgeted Salary    \$ 50,000.00    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

### FLSA:

Exempt

Non-Exempt

Non-Exempt

N/A

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

*CREATE New Position - deleted position in emerg. mgmt.*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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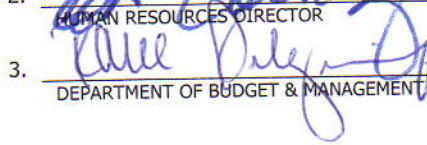
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 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 II**

**GRADE: 13**

### **GENERAL DESCRIPTION**

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

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation 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 department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three (3) years 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

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO JUDGE (110-006)

DATE: 12/22/10

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0032

REQUESTED POSITION TITLE: ECONOMIC DEVELOPMENT PLANNER I

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 0.00    Current Budgeted Salary    \$ 50,487.00    Proposed Budgeted Salary    \$ 50,487.00    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 type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" 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)

*TRF. Position AND Employee (Slot # 0028) FR. DSM  
to City Judge (R)*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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- |    |  |                           |                                   |   |                             |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Rene Delgado</u><br>DEPARTMENT HEAD                   | <u>12/29/2010</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Rene Delgado</u><br>HUMAN RESOURCES DIRECTOR          | <u>12/29/2010</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Rene Delgado</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/29/2010</u><br>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.

### **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

HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE

1-1100-413-00-110-006-0

COUNTY JUDGE

AI - 24589

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplenti. 117	Auto A. 118	
0001	111	COUNTY JUDGE	\$114,660.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$114,660.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00
0002	113	CHIEF ADMIN	\$81,440.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$81,440.00	\$0.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00
0003	113	ASSISTANT CHIEF ADMINISTRATOR DELETE THE FOLLOWING:	\$76,331.00	\$0.00	\$0.00	0	\$0.00	(\$13,287.00)	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	ADMINISTRATIVE ASSISTANT RECLASSIFY THE FOLLOWING:	\$54,600.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$54,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
0007	113	EXECUTIVE ASSISTANT III ADMINISTRATIVE ASSISTANT IV	\$41,006.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	EXECUTIVE ASST	\$48,657.00	(\$8,657.00)	\$40,000.00	0	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0012	113	ADMINISTRATIVE ASSISTANT	\$46,956.00	\$0.00	\$0.00	0	\$0.00	(\$4,956.00)	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0018	113	ADMINISTRATIVE AIDE II	\$45,046.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$45,046.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0020	113	ADMIN AIDE II	\$35,000.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0024	113	ADMINISTRATIVE ASSISTANT DELETE THE FOLLOWING:	\$52,416.00	(\$12,416.00)	\$40,000.00	0	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0027	113	ECONOMIC DEVELOPMENT PLANNER II CREATE THE FOLLOWING:	\$58,800.00	(\$16,800.00)	\$42,000.00	0	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0028	113	EXECUTIVE ASSISTANT III	\$0.00	\$58,000.00	\$58,000.00	0	\$0.00	\$0.00	\$58,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0029	113	ADMINISTRATIVE ASSISTANT III	\$0.00	\$35,000.00	\$35,000.00	0	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0030	113	ECONOMIC DEVELOPMENT PLANNER II	\$0.00	\$63,000.00	\$63,000.00	0	\$0.00	\$0.00	\$63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0031	113	EXECUTIVE ASSISTANT II	\$0.00	\$50,000.00	\$50,000.00	0	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$654,912.00	\$168,127.00	\$328,000.00		\$0.00	(\$9,586.00)	\$1,041,696.00	\$0.00	\$0.00	\$0.00	\$13,400.00	\$24,890.00	\$0.00

Approval of the above highlighted personnel actions effective 01/01/2011. Reclassification is reviewed and recommended by the reclassification committee, as per section 3.22 of the Civil Service Commission Rules, effective next full pay period (01/01/11):  
Personnel action pending CC approval.

**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: 24589

Summary of request/proposal:

Co. Judge (1100):

Approval of the following position personnel actions effective 01/01/2011:

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	ASSISTANT CHIEF ADMINISTRATOR	ASSISTANT CHIEF ADMINISTRATOR	0003	113	\$76,331.00	\$68,000.00	(\$8,331.00)
1100	ADMINISTRATIVE ASSISTANT	N/A	0006	113	\$54,600.00	\$0.00	(\$54,600.00)
1100	ADMINISTRATIVE ASSISTANT IV	EXECUTIVE ASSISTANT III	0007	113	\$41,006.00	\$60,000.00	\$18,994.00
1100	EXECUTIVE ASSISTANT	EXECUTIVE ASSISTANT	0011	113	\$40,000.00	\$48,657.00	\$8,657.00
1100	ADMINISTRATIVE ASSISTANT ECONOMIC DEVELOPMENT PLANNER II	ADMINISTRATIVE ASSISTANT	0012	113	\$46,956.00	\$42,000.00	(\$4,956.00)
1100	N/A	N/A	0027	113	\$42,000.00	\$0.00	(\$42,000.00)
1100	N/A	EXECUTIVE ASSISTANT III	0028	113	\$0.00	\$58,000.00	\$58,000.00
1100	N/A	ADMINISTRATIVE ASSISTANT III	0029	113	\$0.00	\$35,000.00	\$35,000.00
1100	N/A	ECONOMIC DEVELOPMENT PLANNER II	0030	113	\$0.00	\$63,000.00	\$63,000.00
1100	N/A	EXECUTIVE ASSISTANT II	0031	113	\$0.00	\$50,000.00	\$50,000.00
1100	N/A	ECONOMIC DEVELOPMENT PLANNER I	0032	113	\$0.00	\$50,487.00	\$50,487.00
					<b>\$300,893.00</b>	<b>\$475,144.00</b>	<b>\$174,251.00</b>

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-413-00-110-006-0- 113	CO JUDGE - REG F/T EMPLOYEES	\$174,251.00
1-1100-413-00-110-006-0- 211	CO JUDGE - HEALTH INSURANCE	\$10,800.00
1-1100-413-00-110-006-0- 212	CO JUDGE - LIFE INSURANCE	\$81.00
1-1100-413-00-110-006-0- 220	CO JUDGE - FICA	\$13,330.20
1-1100-413-00-110-006-0- 230	CO JUDGE - RETIREMENT	\$16,728.10
1-1100-413-00-110-006-0- 250	CO JUDGE - UNEMPLOYMENT COMP	\$871.26
1-1100-413-00-110-006-0- 260	CO JUDGE - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>\$216,061.56</b>

**2012 Budgetary Impact: \$216,061.56**

Possible Funding Sources:

**CO. WIDE ADM. - CONTINGENCY ACCT.  
 ADDITIONAL FUNDS FROM DBM-BUDGET DIVISION AND EMERGENCY MGMT**

Budget Office Recommendation:

DATE: December 27, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

**2011**  
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Co. Judge

REVISED ON 12/28/10

ACCOUNT NUMBER: 1-1100-41X-00-11X-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis

PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1100-415-00-115-002-0- 899	CO WIDE ADM - CONTINGENCY	(\$14,638.37)
<b>TO</b>		
1-1100-413-00-110-006-0- 113	CO JUDGE - REG F/T EMPLOYEES	\$12,432.00
1-1100-413-00-110-006-0- 220	CO JUDGE - FICA	\$950.74
1-1100-413-00-110-006-0- 230	CO JUDGE - RETIREMENT	\$1,193.47
1-1100-413-00-110-006-0- 250	CO JUDGE - UNEMPLOYMENT COMP	\$62.16
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>0.00</b>

REASON:

Interdepartmental transfer to fund salary and related fringe benefit expenditures for various positions. (slot 003, 006, 007, 011, 012 and 027-031).

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: December 27, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

**2011**

Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for  
Co. Judge

REVISED  
on 12/28/10

ACCOUNT NUMBER: 1-1100-41X-00-11X-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis

PHONE: (956) 292-7025 Ext. 5423



SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government  
Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1100-415-14-115-001-0- 113	DBM - BUDGET DIVISION - REG F/T EMPLOYEES	(\$121,741.00)
1-1100-415-14-115-001-0- 211	DBM - BUDGET DIVISION - HEALTH INSURANCE	(\$7,200.00)
1-1100-415-14-115-001-0- 212	DBM - BUDGET DIVISION - LIFE INSURANCE	(\$54.00)
1-1100-415-14-115-001-0- 220	DBM - BUDGET DIVISION - FICA	(\$9,313.19)
1-1100-415-14-115-001-0- 230	DBM - BUDGET DIVISION - RETIREMENT	(\$11,687.14)
1-1100-415-14-115-001-0- 250	DBM - BUDGET DIVISION - UNEMPLOYMENT COMP	(\$608.71)
<b>TO</b>		
1-1100-413-00-110-006-0- 113	CO JUDGE - REG F/T EMPLOYEES	\$121,741.00
1-1100-413-00-110-006-0- 211	CO JUDGE - HEALTH INSURANCE	\$7,200.00
1-1100-413-00-110-006-0- 212	CO JUDGE - LIFE INSURANCE	\$54.00
1-1100-413-00-110-006-0- 220	CO JUDGE - FICA	\$9,313.19
1-1100-413-00-110-006-0- 230	CO JUDGE - RETIREMENT	\$11,687.14
1-1100-413-00-110-006-0- 250	CO JUDGE - UNEMPLOYMENT COMP	\$608.71
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>0.00</b>

REASON:

Interdepartmental transfer to transfer funds to cover a portion of salaries and related fringe benefit expenditures related to the creation of one (1) Economic Development Planner II and the transfer of one (1) Economic Development Planner I one (1) position from DBM- Budget Division to Co Judge.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: December 27, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

**2011**  
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Co. Judge

ACCOUNT NUMBER: 1-1100-41X-00-11X-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1100-429-00-300-023-0- 113	EMERGENCY MANAGEMENT EM - REG F/T EMPLOYEES	(\$40,078.00)
1-1100-429-00-300-023-0- 211	EMERGENCY MANAGEMENT EM - HEALTH INSURANCE	(\$3,600.00)
1-1100-429-00-300-023-0- 212	EMERGENCY MANAGEMENT EM - LIFE INSURANCE	(\$27.00)
1-1100-429-00-300-023-0- 220	EMERGENCY MANAGEMENT EM - FICA	(\$3,065.97)
1-1100-429-00-300-023-0- 230	EMERGENCY MANAGEMENT EM - RETIREMENT	(\$3,847.49)
1-1100-429-00-300-023-0- 250	EMERGENCY MANAGEMENT EM - UNEMPLOYMENT COMP	(\$200.39)
<b>TO</b>		
1-1100-413-00-110-006-0- 113	CO JUDGE - REG F/T EMPLOYEES	\$40,078.00
1-1100-413-00-110-006-0- 211	CO JUDGE - HEALTH INSURANCE	\$3,600.00
1-1100-413-00-110-006-0- 212	CO JUDGE - LIFE INSURANCE	\$27.00
1-1100-413-00-110-006-0- 220	CO JUDGE - FICA	\$3,065.97
1-1100-413-00-110-006-0- 230	CO JUDGE - RETIREMENT	\$3,847.49
1-1100-413-00-110-006-0- 250	CO JUDGE - UNEMPLOYMENT COMP	\$200.39
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>0.00</b>

REASON:

**Interdepartmental transfer to transfer funds from Emergency Management Dept to cover a portion of salaries and related fringe benefit expenditures for the creation of one (1) Executive Assistant II position, slot no. 031, budgeted salary \$50,000.00.**

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK