

## DIRECTOR OF SANITATION

**GRADE: 11**

### **GENERAL DESCRIPTION**

Performs senior-level sanitation work; Work involves directing and supervising operations of the county sanitation department; Will supervise the technical, administrative, and clerical staff to ensure the efficient and effective collection of solid waste throughout the county.

### **EXAMPLES OF WORK PERFORMED**

Planning, organizing, directing, controlling, inspecting and evaluating the work of sanitation staff and department

Develops plans and procedures for responding to complaints

Prepares written reports on departmental operations

Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations and to develop more effective and efficient procedures

Keeps informed of the latest developments in waste collection technology

Plans and recommends the purchase of new equipment for better efficiency and effectiveness

Investigates work-related accidents and submits injury reports; confers with the county Safety officer

Implements training and safety measures for all staff

Prepares and submits written reports as required

Reviews employee personnel related documents

Assists in budget preparation for the department

Assures good relations with the public through delivery of service and prompt handling of special requests

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years experience in waste collection and disposal with supervisory experience. Graduation from an accredited four year college or university with Bachelor's Degree in Public or Business Administration; Experience and education may be substituted for one another.

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

Knowledge of methods of management, administration, and effective supervisory techniques as related to a county-wide waste collection operation

Ability to interpret and enforce county and departmental rules, regulations, codes, policies, and procedures and to evaluate their effectiveness

Excellent verbal and written communication

Ability to train staff

Knowledge in inventory control and procurement

Supervisory skills a must

### **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

# **GENERAL FOREMAN**

**GRADE: 09**

## **GENERAL DESCRIPTION**

Primary function is to plan and coordinate daily job assignments with the Area Supervisor and ensure that they are completed in a safe and efficient manner.

## **EXAMPLES OF WORK PERFORMED**

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Operates road right-of-way bridge maintenance equipment

Performs duties associated with the position of Heavy Equipment Operator

Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures

Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information

Responsible for orienting and training others, and assigning and reviewing their work

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) years related experience; Graduation from a high school or equivalent; Vocational or other technical school, certification, training or apprenticeship required beyond high school; Two (2) years of experience may be substituted for one (1) year of education.

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

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

Ability to understand oral and written directions

### **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

# **CHIEF ADMINISTRATOR**

**GRADE: 18**

## **GENERAL DESCRIPTION**

Performs (senior level) strategic and tactical direction and support to the County Commissioner and to Precinct staff in the effective development and attainment of precinct goals and objective. Manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources. Develop and monitor the various precinct budgets including Road and Bridge, Sanitation, Parks, and other applicable Special Budgets. Ensure training, evaluation, and personal development of all Precinct employees. Handle difficult problems or public policy concerns. Manage the development, implementation and oversight of applicable programs and precinct projects. Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws. Develop precinct procedures to create and direct the provision of a comprehensive array of public policies, practices and functional services to the precinct/county, its citizens or the general public. Coordinate precinct or county projects involving multi-jurisdictional activities.

The position of Chief Administrator is appointed by and serves at the will of the County Commissioner.

## **EXAMPLES OF WORK PERFORMED**

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner

Negotiates, persuades, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects

Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to County Commissioner for Commissioners Court proceedings

Represents County Commissioner to various groups and forums as directed

Researches, addresses, and resolves various internal, external and inter-governmental inquiries, problems and complaints

Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required

Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operation

Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers County Commissioner's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years of progressively responsible and related work experience is required. Graduation from an accredited university or college is required. Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction. Experience and education maybe substituted.

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

Must possess excellent verbal and written communication skills

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the County

Understand the laws of the state of Texas and consistent with the independent beliefs and positions of the County Commissioner

Ability to use computers and communication devices while out in field

Understanding of budgeting and planning

Must possess a valid Texas Motor Vehicle Operator's License and be able to be insured by the County's insurance carrier

## **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

## **FIELD OPERATIONS DIRECTOR**

**GRADE: 15**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) project management work; Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties; May plan, assign, and/or supervises the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Manages, develops, oversees, and evaluates projects utilizing accepted project management methodologies

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections

Reviews and recommends proposals and bids to management

Monitors and manages project cost to ensure project is completed within budget

Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications

Identifies potential project risk and difficulties, and designs strategies to mitigate or avoid them

Communicates and explains project methodology and processes to interested groups and team members

Compiles and distributes project information, project status reports, and project budget expenditures

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors

Decision making and county policy implementation

## Development of Performance Measurement

Develop a work plan, with clearly defined timelines, responsibilities and activities, supporting the current Strategic Plan operations objective

Monitor and report on the operations objective work plan status to the Operations Group, advising on strategies to assure timeline and outputs are on target

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

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### **Experience and Education**

Five (5) years related experience; Graduation from an accredited four-year college or university with major course work in Business Administration, Public Administration, Project Management, Engineering or a field relevant to assignment is generally preferred; Experience and education may be substituted for one another.

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

Knowledge of project management theories and practices applicable to small- to mid-sized scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken

Ability to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others

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

May require certification as a Project Management Professional (PMP)

### **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

## **ADMINISTRATIVE ASSISTANT IV**

**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 maybe 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**

## ACCOUNTANT III

**GRADE: 12**

### **GENERAL DESCRIPTION**

Employee will perform moderately complex accounting work. Work involves preparing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment and may supervise the work of others.

### **EXAMPLES OF WORK PERFORMED**

Prepares and/or oversees the preparation of financial statements with schedules and exhibits

Prepares and/or oversees the preparation of technical reports on estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

Prepares various reports on federal grants, regulations, and statistics, as required

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Provides technical assistance to technical and lower-level accounting staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

May train staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of progressive experience in accounting, governmental accounting, or commercial accounting; Graduation from an accredited four-year college or university with a Bachelor's in Business Administration with major coursework in Accounting or Finance with 15 hours of accounting courses.

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

Knowledge of accounting principles and procedures; of budget controls; and of purchasing methods and procedures

Knowledge of MS Word, Excel and 10-key calculator

Ability, to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory, and to supervise the work of others

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

### **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**

## DIRECTOR OF SANITATION/DRAINAGE DEPT.

**GRADE: 11**

### **GENERAL DESCRIPTION**

Performs senior-level sanitation work; Work involves directing and supervising operations of the county sanitation department; Will supervise the technical, administrative, and clerical staff to ensure the efficient and effective collection of solid waste throughout the county.

### **EXAMPLES OF WORK PERFORMED**

Planning, organizing, directing, controlling, inspecting and evaluating the work of sanitation staff and department

Develops plans and procedures for responding to complaints

Prepares written reports on departmental operations

Conducts field inspections and reviews reports of activities to determine present effectiveness and efficiency of operations and to develop more effective and efficient procedures

Keeps informed of the latest developments in waste collection technology

Plans and recommends the purchase of new equipment for better efficiency and effectiveness

Investigates work-related accidents and submits injury reports; confers with the county Safety officer

Implements training and safety measures for all staff

Prepares and submits written reports as required

Reviews employee personnel related documents

Assists in budget preparation for the department

Assures good relations with the public through delivery of service and prompt handling of special requests

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Five (5) years experience in waste collection and disposal with supervisory experience. Graduation from an accredited four-year college or university with Bachelor's Degree in Public or Business Administration; Experience and education may be substituted for one another.

### Knowledge, Skills, and Abilities

Knowledge of methods of management, administration, and effective supervisory techniques as related to a county-wide waste collection operation

Ability to interpret and enforce county and departmental rules, regulations, codes, policies, and procedures and to evaluate their effectiveness

Excellent verbal and written communication

Ability to train staff

Knowledge in inventory control and procurement

Supervisory skills a must

### **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 PARKS

Job Title:	Parks Director	F.L.S.A. Status:	Non-Exempt
Department:	121	Civil Service Status:	Is/Exempt

### SUMMARY

Plans and administers the county Parks, including construction, maintenance, and operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans for future services and budgetary needs of the Parks.
- Manages Parks personnel, equipment, facilities and finances assigned to the Parks Section.
- Evaluates the services and employees of the Park.
- Coordinates Parks meetings with citizen interest group activities.
- Manages permanent records associated with Parks operations.
- Inventories and accounts for Parks keys, equipment and supplies.
- Recommends Parks policy to Department Heads and provides reports as requested.
- Establishes Parks policy to Department Heads and provides reports as requested.
- Establishes Parks operations procedures.
- Develops and administers Precinct 1 Parks master plan.
- Provides information for acquiring park grant.
- Performs other duties as may be assigned.

### SUPERVISORY RESPONSIBILITIES

- Is responsible for the overall direction, coordination, and evaluation of this section.
- Carries out supervisory responsibilities in accordance with County policies and applicable laws.
- Responsibilities include interviewing, hiring and training of employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- At least 60 semesters hours from an accredited college or university in Park Administration or related field, plus three (3) years of park management experience; or
- Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Texas Motor Vehicle Operator's license.

### **OTHER SKILLS AND ABILITIES**

- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to present information to top management personnel.
- Ability to calculate figures and amounts such as proportions and percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- In addition to the Parks Manager duties and attached, the position also calls for the managerial, administration, and the assigned operators.
- Responsibilities will include, but are not limited to, assigning the personnel, scheduling of hours and overall Parks Operations and other accounting duties.

### **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 that permits:

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

Effectively handle work environments and conditions that involve:

- working closely with others
- working in a multi-task environment

**Maintain effective audio-visual discrimination and perception needed for:**

- **making observations**
- **reading and writing**
- **operating assigned equipment**
- **communicating with others**

**ACCIDENT PREVENTION PROGRAM**

**Required to follow all department safety regulations.**

## **ADMINISTRATIVE ASSISTANT IV**

**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 maybe 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

# ACCOUNTANT I

**GRADE: 08**

## **GENERAL DESCRIPTION**

Employee performs entry-level accounting work. Work involves setting up and maintaining controls and records of materials, human resources, and financial transactions. Employee may train in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Prepares unit-cost information, progress, or other reports

Prepares trial balances, substantive financial statements, special exhibits, or schedules

Prepares financial statements or assists in preparing more difficult financial statements and operating reports

Prepares payment, cash, general journal, and related vouchers

Researches reconciliation discrepancies and reports findings

Checks accounting operations in progress, reviewing and auditing completed financial records for accuracy and conformance with legal and departmental procedures and regulations

Sets up and maintains accounting controls and records, reconciling discrepancies in accounting control mechanisms by resolving flagged error listings on computer runs

May provide technical assistance to accounting clerical staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

May be responsible for receiving, depositing, allocating, and auditing federal funds or special state funds or appropriations

May compute bond interest rates, maturity schedules, annual debt-service requirements, significant ratios, and depreciation data

May maintain the depreciation schedule for fixed asset depreciable purchases

May oversee an annual inventory of equipment and supplies

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) year experience in governmental or commercial accounting. Graduation from an accredited four-year college or university with major course work in accounting preferred but not required. Two (2) years of experience maybe substituted for one (1) year of education.

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

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Knowledge of MS Word, Excel and 10-key calculator

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data

### **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**

## **DIRECTOR OF ROAD AND BRIDGE**

**GRADE: 14**

### **GENERAL DESCRIPTION**

Responsible management, administration, and supervision involved in the planning, scheduling, and directing of various public works projects concerned with the construction and maintenance of county roads and bridges.

Under the supervision of the County Commissioner or other designated supervisor, the Director of Construction is responsible for overseeing and managing the reconstruction and/or renovation of storm drainage systems, to include coordinating, scheduling, and supervising construction projects.

The position of the Director of Construction is appointed by and serves at the will of the County Commissioner.

### **EXAMPLES OF WORK PERFORMED**

Plans, coordinates, assigns, and supervises employees engaged in road, bridge, and drainage construction and maintenance activities.

Coordinates construction and maintenance activities with other service groups and with other state and local agencies.

Conducts studies and develops new methods for improving road, bridge, and drainage construction and maintenance activities.

Responsible for work being completed in accordance with established schedules. Makes periodic and special inspections of road, bridge and drainage maintenance and construction projects.

Supervises the scheduling and coordination of manpower and equipment for public works projects.

Designs and implements measures for work standardization procedures.

Establishes and directs training programs to instruct employees in schedule utilization, work and safety methods.

Prepares and administers operating budget. Conducts staff meetings to plan and coordinate activities of subordinate units.

Performs related work as required.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Bachelor's degree in Civil Engineering, Construction Management, Public Administration or related field, and five (5) years of experience in public works engineering and management in road construction and maintenance.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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

Knowledge of the principles and techniques of planning, management and scheduling as they relate to civil engineering and public works projects. Knowledge of the methods, materials and equipment common to road, bridge, and drainage construction. Knowledge of civil engineering practices as they pertain to road, bridge, and drainage construction and maintenance.

Ability to plan and supervise the work of supervisors, equipment operators, skilled and unskilled laborers in public works construction and maintenance activities. Ability to tactfully and effectively deal with the public, employees, and elected and appointed officials. Ability to analyze, evaluate, recommend, and present long range public works plans and programs.

Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public

Skill in negotiation of critical and controversial issues with engineers, regulatory agencies, and/or the other government agencies

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

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's Insurance Carrier

### **PHYSICAL DEMANDS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Exposure to dirt, fumes, toxic materials, extreme temperatures, noise, vibrations and high work places

Pushing, pulling, or lifting equipment or supplies used in surveying and inspecting construction weighing up to 50lbs

Sitting for extended periods of time

Stooping, twisting, or crouching for performance of inspections, surveying and monitoring construction projects

Required to follow all County and Precinct safety policies and procedures

**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
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- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

## **GENERAL FOREMAN**

**GRADE: 09**

### **GENERAL DESCRIPTION**

Primary function is to plan and coordinate daily job assignments with the Area Supervisor and ensure that they are completed in a safe and efficient manner.

### **EXAMPLES OF WORK PERFORMED**

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Operates road right-of-way bridge maintenance equipment

Performs duties associated with the position of Heavy Equipment Operator

Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures

Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information

Responsible for orienting and training others, and assigning and reviewing their work

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two (2) years related experience; Graduation from a high school or equivalent; Vocational or other technical school, certification, training or apprenticeship required beyond high school; Two (2) years of experience may be substituted for one (1) year of education.

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

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

Ability to understand oral and written directions

### **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:**

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**Maintain effective audio-visual discrimination and perception needed for:**

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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: Tuesday, January 11, 2011

Agenda Item: 24656

Summary of request/proposal:

**Pct. 1 R&B (1200)**

1. Approval to delete the following vacant positions (slot no.'s 001, 083, 089, 098, and 101):
2. Approval to adjust the salary for slot no. 's 0098 and 0101.

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1200	Chief Administrator	N/A	0001	113	\$84,357.00	\$0.00	(\$84,357.00)
1200	Fields Operations Director	N/A	0083	113	\$65,000.00	\$0.00	(\$65,000.00)
1200	Chief Operations Manager	N/A	0089	113	\$84,357.00	\$0.00	(\$84,357.00)
1200	Administrative Assistant IV	N/A	0098	113	\$39,707.00	\$0.00	(\$39,707.00)
1200	Accountant III	N/A	0101	113	\$44,799.00	\$0.00	(\$44,799.00)
1200	Director of Road & Bridge	Director of Road & Bridge	0098	113	\$57,555.00	\$70,000.00	\$12,445.00
1200	General Foreman	General Foreman	0101	113	\$58,000.00	\$55,000.00	(\$3,000.00)
<b>TOTAL:</b>					<b>\$433,775.00</b>	<b>\$125,000.00</b>	<b>(\$308,775.00)</b>

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-121-005-0- 113	PCT.1 P/U RD - REG F/T EMPLOYEES	(\$301,649.42)
1-1200-431-00-121-005-0- 211	PCT.1 P/U RD - HEALTH INSURANCE	\$0.00
1-1200-431-00-121-005-0- 212	PCT.1 P/U RD - LIFE INSURANCE	\$0.00
1-1200-431-00-121-005-0- 220	PCT.1 P/U RD - FICA	(\$23,076.18)
1-1200-431-00-121-005-0- 230	PCT.1 P/U RD - RETIREMENT	(\$28,958.34)
1-1200-431-00-121-005-0- 250	PCT.1 P/U RD - UNEMPLOYMENT COMP	(\$1,508.25)
1-1200-431-00-121-005-0- 260	PCT.1 P/U RD - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>		<b>(\$355,192.19)</b>

**2012 Budgetary Impact: (\$363,582.57)**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Budget Office Recommendation:

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**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: Tuesday, January 11, 2011

Agenda Item: 24656

Summary of request/proposal:

**Pct. 1 Parks (1100)**

**Approval to create the following position:**

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	N/A	Director of Parks	0022	113	\$0.00	\$55,000.00	\$55,000.00
<b>TOTAL:</b>					<b>\$0.00</b>	<b>\$55,000.00</b>	<b>\$55,000.00</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-452-00-121-013-0-	113	PCT 1 PARKS - REG F/T EMPLOYEES	\$53,730.77
1-1100-452-00-121-013-0-	211	PCT 1 PARKS - HEALTH INSURANCE	\$3,516.92
1-1100-452-00-121-013-0-	212	PCT 1 PARKS - LIFE INSURANCE	\$26.38
1-1100-452-00-121-013-0-	220	PCT 1 PARKS - FICA	\$4,110.40
1-1100-452-00-121-013-0-	230	PCT 1 PARKS - RETIREMENT	\$5,158.15
1-1100-452-00-121-013-0-	250	PCT 1 PARKS - UNEMPLOYMENT COMP	\$268.65
1-1100-452-00-121-013-0-	260	PCT 1 PARKS - WORKER'S COMP	\$0.00
<b>2011 Budgetary Impact</b>			<b>\$66,811.27</b>

**2012 Budgetary Impact: \$68,389.50**

**Possible Funding Sources: R&B FUNDS - FROM DELETION OF POSITIONS**

**Budget Office Recommendation:**

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**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1200-452-00-121-013-0

**AI - 24656**

**PCT. 1 PARKS**

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	FOREMAN	\$39,966.00	\$0.00	\$39,966.00	0	\$0.00	\$0.00	\$39,966.00	\$39,966.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,626.00
0003	113	MECHANIC III	\$34,989.00	\$0.00	\$34,989.00	0	\$0.00	\$0.00	\$34,989.00	\$34,989.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,649.00
0004	113	ACCOUNTS PAYABLE CLERK	\$36,750.00	\$0.00	\$36,750.00	0	\$0.00	\$0.00	\$36,750.00	\$36,750.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,290.00
0005	113	MAINTENANCE III	\$34,401.00	\$0.00	\$34,401.00	0	\$0.00	\$0.00	\$34,401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	CLERK/RECEPTIONIST	\$28,301.00	\$0.00	\$28,301.00	0	\$0.00	\$0.00	\$28,301.00	\$28,301.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,901.00
0008	113	MAINTENANCE II	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,607.00
0009	113	HEAVY EQ OP I	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0010	113	HEAVY EQ OP III	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,507.00
0011	113	TRCK DRIVER III	\$25,032.00	\$0.00	\$25,032.00	0	\$0.00	\$0.00	\$25,032.00	\$25,032.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,052.00
0012	113	MAINTENANCE I	\$25,032.00	\$0.00	\$25,032.00	0	\$0.00	\$0.00	\$25,032.00	\$20,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,710.00
0013	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$20,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,710.00
0014	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$24,204.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,204.00
0015	113	HEAVY EQ OP II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$23,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,635.00
0016	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$21,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,635.00
0017	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$22,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,350.00
0018	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$23,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,635.00
0019	113	MAINTENANCE I	\$22,710.00	\$0.00	\$22,710.00	0	\$0.00	\$0.00	\$22,710.00	\$22,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,710.00
0020	113	MAINTENANCE II	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$21,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,635.00
T021	121	MAINTENANCE III	\$24,000.00	\$0.00	\$24,000.00	0	\$0.00	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
		CREATE THE FOLLOWING ↓														
0022	113	DIRECTOR OF PARKS	\$0.00	\$55,000.00	\$55,000.00	0	\$0.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$516,587.00	\$55,000.00	\$571,587.00		\$0.00	\$0.00	\$571,587.00	\$469,476.00	\$4,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$473,856.00

Approval to create the above highlighted new full time position.

HIDALGO COUNTY  
**COMMISSIONER COURT**  
 2011 SALARY SCHEDULE

1-1200-431-00-121-004-0

PCT. 1 RD ADM.

AI - 24656

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% AMOUNT INC.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0001	113	EXEC. ASST. FOR COMMUNITY & INTERG. CREATE THE FOLLOWING: ↓ DIRECTOR OF MANAGEMENT SUPPORT	\$85,000.00	\$0.00	\$85,000.00	0	\$0.00	\$0.00	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00
0002	113	DIRECTOR OF MANAGEMENT SUPPORT	\$0.00	\$65,000.00	\$65,000.00		\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	ADMINISTRATIVE ASSISTANT IV	\$0.00	\$50,000.00	\$50,000.00		\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0004	113	ACCOUNTANT I	\$0.00	\$35,000.00	\$35,000.00		\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$85,000.00	\$150,000.00	\$235,000.00		\$0.00	\$0.00	\$235,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00

Approval to create the above highlighted new full time positions.

**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1200-431-00-121-005-0

**AI - 24656**

PCT. 1 P/U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		<b>DELETE THE FOLLOWING:</b> ↓														
0001	113	CHIEF ADMIN	\$84,357.00	\$0.00	\$84,357.00	0	\$0.00	\$0.00	\$84,357.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0012	113	SP/PROJ COORD	\$39,322.00	\$0.00	\$39,322.00	0	\$0.00	\$0.00	\$39,322.00	\$39,322.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,322.00
0013	113	PAVING SUPVSR	\$38,098.00	\$0.00	\$38,098.00	0	\$0.00	\$0.00	\$38,098.00	\$38,098.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,178.00
0019	113	TRCK DRIVER I	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,167.00
0020	113	HEAVY EQ OP III	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,167.00
0021	113	MAINTENANCE III	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,167.00
0022	113	HEAVY EQ OP I	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,187.00
0023	113	MAINTENANCE III	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,527.00
0024	113	MAINTENANCE II	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,167.00
0025	113	MAINTENANCE III	\$34,167.00	\$0.00	\$34,167.00	0	\$0.00	\$0.00	\$34,167.00	\$34,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,167.00
0028	113	TRAFFIC CONTROL SPECIALIST I	\$33,619.00	\$0.00	\$33,619.00	0	\$0.00	\$0.00	\$33,619.00	\$31,299.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,299.00
0029	113	MECHANIC II	\$32,578.00	\$0.00	\$32,578.00	0	\$0.00	\$0.00	\$32,578.00	\$32,578.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,058.00
0030	113	HEAVY EQ OP II	\$31,771.00	\$0.00	\$31,771.00	0	\$0.00	\$0.00	\$31,771.00	\$31,771.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,211.00
0031	113	MAINTENANCE III	\$31,190.00	\$0.00	\$31,190.00	0	\$0.00	\$0.00	\$31,190.00	\$31,190.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,190.00
0036	113	HEAVY EQ OP II	\$29,852.00	\$0.00	\$29,852.00	0	\$0.00	\$0.00	\$29,852.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
0037	113	MAINTENANCE II	\$29,852.00	\$0.00	\$29,852.00	0	\$0.00	\$0.00	\$29,852.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
0038	113	HEAVY EQ OP II	\$29,852.00	\$0.00	\$29,852.00	0	\$0.00	\$0.00	\$29,852.00	\$29,852.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,852.00
0039	113	TRCK DRVER III	\$29,031.00	\$0.00	\$29,031.00	0	\$0.00	\$0.00	\$29,031.00	\$29,031.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,331.00
0040	113	MAINTENANCE I	\$28,807.00	\$0.00	\$28,807.00	0	\$0.00	\$0.00	\$28,807.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0041	113	TRCK DRVER III	\$28,026.00	\$0.00	\$28,026.00	0	\$0.00	\$0.00	\$28,026.00	\$28,026.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,986.00
0042	113	MAINTENANCE II	\$27,562.00	\$0.00	\$27,562.00	0	\$0.00	\$0.00	\$27,562.00	\$27,562.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,562.00
0043	113	TRCK DRVER III	\$27,562.00	\$0.00	\$27,562.00	0	\$0.00	\$0.00	\$27,562.00	\$27,562.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,562.00
0044	113	TRCK DRIVER I	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,607.00
0045	113	HEAVY EQUIPMENT OPERATOR III	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,607.00
0046	113	HEAVY EQ OP I	\$26,334.00	\$0.00	\$26,334.00	0	\$0.00	\$0.00	\$26,334.00	\$26,334.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,934.00
0047	113	TRCK DRVER III	\$26,334.00	\$0.00	\$26,334.00	0	\$0.00	\$0.00	\$26,334.00	\$26,334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,334.00
0048	113	TRCK DRVER III	\$26,000.00	\$0.00	\$26,000.00	0	\$0.00	\$0.00	\$26,000.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0049	113	TRCK DRVER III	\$26,000.00	\$0.00	\$26,000.00	0	\$0.00	\$0.00	\$26,000.00	\$26,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,300.00



HIDALGO COUNTY  
**COMMISSIONER COURT**  
 2011 SALARY SCHEDULE

1-1200-431-00-121-005-0

PCT. 1 P/U RD

AI - 24656

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% INCREASE	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0094	113	MAINTENANCE III	\$23,993.00	\$0.00	\$23,993.00	0	\$0.00	\$0.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0095	113	MAINTENANCE III	\$23,993.00	\$0.00	\$23,993.00	0	\$0.00	\$0.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0096	113	TRAFFIC SPECIALIST I	\$20,049.00	\$0.00	\$20,049.00	0	\$0.00	\$0.00	\$20,049.00	\$20,049.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,049.00
0097	113	TRAFFIC SPECIALIST I	\$20,049.00	\$0.00	\$20,049.00	0	\$0.00	\$0.00	\$20,049.00	\$20,049.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,049.00
		<b>DELETE THE FOLLOWING:</b> ↓														
0098	113	ADMINISTRATIVE ASSISTANT IV	\$39,707.00	\$0.00	\$39,707.00	0	\$0.00	\$0.00	\$39,707.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0099	113	CLERK I	\$21,164.00	\$0.00	\$21,164.00	0	\$0.00	\$0.00	\$21,164.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
0100	113	CLERK III	\$23,993.00	\$0.00	\$23,993.00	0	\$0.00	\$0.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
		<b>DELETE THE FOLLOWING:</b> ↓														
0101	113	ACCOUNTANT III	\$44,799.00	\$0.00	\$44,799.00	0	\$0.00	\$0.00	\$44,799.00	\$44,799.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,799.00
			\$1,961,412.00	\$0.00	\$1,961,412.00		\$0.00	\$9,445.00	\$2,086,412.00	\$1,514,699.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,528,939.00

Approval to delete or adjust the salaries for the above highlighted full time positions.

**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1200-432-00-121-001-0

**AI - 24656**

**PCT. 1 SANITATION**

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0004	113	ACCOUNTS PAYABLE CLERK	\$34,817.00	\$0.00	\$34,817.00	0	\$0.00	\$0.00	\$34,817.00	\$34,817.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,817.00
0005	113	MAINTENANCE III	\$33,093.00	\$0.00	\$33,093.00	0	\$0.00	\$0.00	\$33,093.00	\$33,093.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,093.00
0006	113	TRCK DRVER III	\$31,245.00	\$0.00	\$31,245.00	0	\$0.00	\$0.00	\$31,245.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0007	113	HEAVY EQUIPMENT OPERATOR I	\$28,980.00	\$0.00	\$28,980.00	0	\$0.00	\$0.00	\$28,980.00	\$28,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,980.00
0008	113	TRCK DRVER III	\$27,552.00	\$0.00	\$27,552.00	0	\$0.00	\$0.00	\$27,552.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0009	113	ATTENDANT	\$27,245.00	\$0.00	\$27,245.00	0	\$0.00	\$0.00	\$27,245.00	\$27,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,245.00
0010	113	TRCK DRIVER II	\$26,334.00	\$0.00	\$26,334.00	0	\$0.00	\$0.00	\$26,334.00	\$26,334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,334.00
0011	113	TRCK DRVER III	\$26,000.00	\$0.00	\$26,000.00	0	\$0.00	\$0.00	\$26,000.00	\$26,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,360.00
0012	113	MAINTENANCE II	\$25,236.00	\$0.00	\$25,236.00	0	\$0.00	\$0.00	\$25,236.00	\$25,236.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,656.00
0013	113	MAINTENANCE II	\$25,236.00	\$0.00	\$25,236.00	0	\$0.00	\$0.00	\$25,236.00	\$25,236.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,236.00
0014	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$22,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,350.00
0015	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$24,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,350.00
0016	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$24,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,350.00
0017	113	ATTENDANT	\$23,985.00	\$0.00	\$23,985.00	0	\$0.00	\$0.00	\$23,985.00	\$23,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,985.00
0018	113	ATTENDANT	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,345.00
0019	113	ATTENDANT	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,345.00
0023	113	HEAVY EQ OP II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0024	113	TRCK DRVER III	\$25,000.00	\$0.00	\$25,000.00	0	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
0027	113	GENERAL FOREMAN DIRECTOR OF SANITATION	\$41,481.00	\$0.00	\$41,481.00	0	\$0.00	\$13,519.00	\$55,000.00	\$41,481.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,141.00
0028	113	CLERK III	\$23,993.00	\$0.00	\$23,993.00	0	\$0.00	\$0.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0029	113	CREATE THE FOLLOWING: ↓ DIRECTOR OF SANITATION/ DRAINAGE DEPT.	\$0.00	\$65,000.00	\$65,000.00	0	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$545,937.00	\$65,000.00	\$610,937.00		\$0.00	\$0.00	\$665,937.00	\$537,140.00	\$2,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$538,580.00

Approval to create or reclassify the above highlighted full time positions.

DATE: January 10, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

2011  
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for  
Pct. 1 RD Adm

ACCOUNT NUMBER: 0-1200-431-00-121-00X-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>		
0-1200-431-00-121-005-0- 113	PCT. 1 P/U RD - REG F/T EMPLOYEES	(157,168.36)
0-1200-431-00-121-005-0- 220	PCT. 1 P/U RD - FICA	(11,210.19)
0-1200-431-00-121-005-0- 230	PCT. 1 P/U RD - RETIREMENT	(14,067.69)
0-1200-431-00-121-005-0- 250	PCT. 1 P/U RD - UNEMPLOYMENT COMP	(732.69)
<b>TO</b>		
0-1200-431-00-121-004-0- 113	PCT. 1 RD ADM. - REG F/T EMPLOYEES	146,538.46
0-1200-431-00-121-004-0- 211	PCT. 1 RD ADM. - HEALTH INSURANCE	10,550.76
0-1200-431-00-121-004-0- 212	PCT. 1 RD ADM. - LIFE INSURANCE	79.14
0-1200-431-00-121-004-0- 220	PCT. 1 RD ADM. - FICA	11,210.19
0-1200-431-00-121-004-0- 230	PCT. 1 RD ADM. - RETIREMENT	14,067.69
0-1200-431-00-121-004-0- 250	PCT. 1 RD ADM. - UNEMPLOYMENT COMP	732.69
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>0.00</b>

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures related to the creation of various positions under the Pct. 1 Rd Adm account. (slot no.'s 002 - 004)

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: January 10, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

**2011**  
Interfund Transfer



DEPARTMENT NAME: Department of Budget & Management for  
Pct. 1 Sanitation

ACCOUNT NUMBER: 1-1X00-4XX-00-121-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: 292-7025 ext. 5423

SUBJECT: **Interfund & BA - Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1200-431-00-121-005-0- 113	PCT1 P/U RD - REG F/T EMPLOYEES	(80,250.32)
1-1200-431-00-121-005-0- 220	PCT1 P/U RD - FICA	(5,868.09)
1-1200-431-00-121-005-0- 230	PCT1 P/U RD - RETIREMENT	(7,363.87)
1-1200-431-00-121-005-0- 250	PCT1 P/U RD - UNEMPLOYMENT COMP	(383.54)
<b>1-1200-391-01-000-100-0- 000</b>	<b>Transfers In - General Fund</b>	<b>(93,865.82)</b>
<b>TO</b>		
<b>1-1100-491-01-000-200-0- 891</b>	<b>Transfers Out - R&amp;B CO. WIDE</b>	<b>(93,865.82)</b>
1-1100-432-00-121-001-0- 113	PCT1 SANITATION - REG F/T EMPLOYEES	76,707.02
1-1100-432-00-121-001-0- 211	PCT1 SANITATION - HEALTH INSURANCE	3,516.92
1-1100-432-00-121-001-0- 212	PCT1 SANITATION - LIFE INSURANCE	26.38
1-1100-432-00-121-001-0- 220	PCT1 SANITATION - FICA	5,868.09
1-1100-432-00-121-001-0- 230	PCT1 SANITATION - RETIREMENT	7,363.87
1-1100-432-00-121-001-0- 250	PCT1 SANITATION - UNEMPLOYMENT COMP	383.54
	<b>TOTAL BUDGET INCREASE (DECREASE)</b>	<b>(93,865.82)</b>

REASON: Interfund transfer from Pct. 1 R&B to Pct. 1 Sanitation to fund salary and related fringe benefit expenditures related to the creation of one (1) Director of Sanitation/ Drainage Dept. position, slot no. 0029, budgeted salary \$65,000.00; and reclassification of one (1) Director of Sanitation position to General Foreman position, slot no. 0027, budgeted salary from \$41,481.00 to \$55,000.00.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: January 10, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

**2011**  
Interfund Transfer



DEPARTMENT NAME: Department of Budget & Management for  
Pct. 1 Parks

ACCOUNT NUMBER: 1-1X00-4XX-00-121-0XX-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: 292-7025 ext. 5423

SUBJECT: **Interfund & BA - Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1200-431-00-121-005-0- 113	PCT1 P/U RD - REG F/T EMPLOYEES	(57,274.07)
1-1200-431-00-121-005-0- 220	PCT1 P/U RD - FICA	(4,110.40)
1-1200-431-00-121-005-0- 230	PCT1 P/U RD - RETIREMENT	(5,158.15)
1-1200-431-00-121-005-0- 250	PCT1 P/U RD - UNEMPLOYMENT COMP	(268.65)
<b>1-1200-391-01-000-100-0- 000</b>	<b>Transfers In - General Fund</b>	<b>(66,811.27)</b>
<b>TO</b>		
<b>1-1100-491-01-000-200-0- 891</b>	<b>Transfers Out - R&amp;B CO. WIDE</b>	<b>(66,811.27)</b>
1-1100-452-00-121-013-0- 113	PCT1 PARKS - REG F/T EMPLOYEES	53,730.77
1-1100-452-00-121-013-0- 211	PCT1 PARKS - HEALTH INSURANCE	3,516.92
1-1100-452-00-121-013-0- 212	PCT1 PARKS - LIFE INSURANCE	26.38
1-1100-452-00-121-013-0- 220	PCT1 PARKS - FICA	4,110.40
1-1100-452-00-121-013-0- 230	PCT1 PARKS - RETIREMENT	5,158.15
1-1100-452-00-121-013-0- 250	PCT1 PARKS - UNEMPLOYMENT COMP	268.65
	<b>TOTAL BUDGET INCREASE (DECREASE)</b>	<b>(66,811.27)</b>

REASON: Interfund transfer from Pct. 1 R&B to Pct. 1Parks to fund salary and related fringe benefit expenditures related to the creation of one (1) Director of Parks position, slot no. 0022, budgeted salary \$55,000.00.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK