

SPECIAL PROJECTS COORDINATOR

GRADE: 11

GENERAL DESCRIPTION

Under general supervision from the Hidalgo County Precincts, performs project management and technical duties in inspecting public works construction to insure compliance with codes and specifications; Supervises surveying work and survey crew in public works construction projects.

EXAMPLES OF WORK PERFORMED

Manages public works construction projects and serves as project engineer; this entails assuring contractor's work conforms to the project specifications. This is accomplished by inspecting the contractors work on a daily basis

Maintains a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders

Coordinates with an independent testing lab any materials testing required by project specifications

Verifies quantities for payment on contractors monthly pay request

Provides public safety during the project

Coordinates inspection of curb, gutter and sidewalk as well as all road cuts, (whether for water, gas, sewer, telephone, etc.) for quality of materials, workmanship, line, grade, compaction and maintenance of road cut

Assigns, monitors, and coordinates work of Construction Inspector and Engineering Aide;

Manages surveying work for public works

Supervises and leads the survey crew

Locates the survey crew replacement needs (curb, gutter, sidewalk, etc.) and special problems which need to be addressed in designing a project

Coordinates surveys for projects done by consultants

Discusses street improvement problems with the public

Inspects sidewalk, curb and gutter for drainage problems and discusses options with public

Oversees other agencies working within the County boundaries to ensure public safety and ensure protection of City facilities

Coordinates road closures to maintain traffic flow

Informs engineering firms of city requirements

Responds to questions from contractors on bid specifications

Coordinates work with contractors and city departments

Prepares contract specifications and bidding documents

Supervises drawing preparation for specifications

Prepares and approves contract change orders

Approves bond releases and payment for completed work after inspection

Assists in issuing engineering permits

Corresponds with contractors, other governmental agencies and public on problems related to public works construction

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in public works construction and a Bachelor of Science degree in engineering.

Knowledge, Skills, and Abilities

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Comfortable in teaching large and small groups and relates well with middle school and high school students as well as adults

Must have planning and organizational skills as well as curriculum development skills

Considerable knowledge of public works construction methods and materials

Knowledge of contract administration and pay estimates

Working knowledge of methods and interpretation of soil analysis and density tests

Working knowledge of surveying and surveying methods

Knowledge of drafting and engineering

Ability to read and interpret blueprints

Ability to establish and maintain effective working relationships with employees, contractors, other departments and the public

Ability to follow written and oral instructions

Ability to communicate effectively, both verbally and in writing

Ability to prepare reports, Interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others

Registration, Certification, or Licensure

May require certification for a specific program area

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:

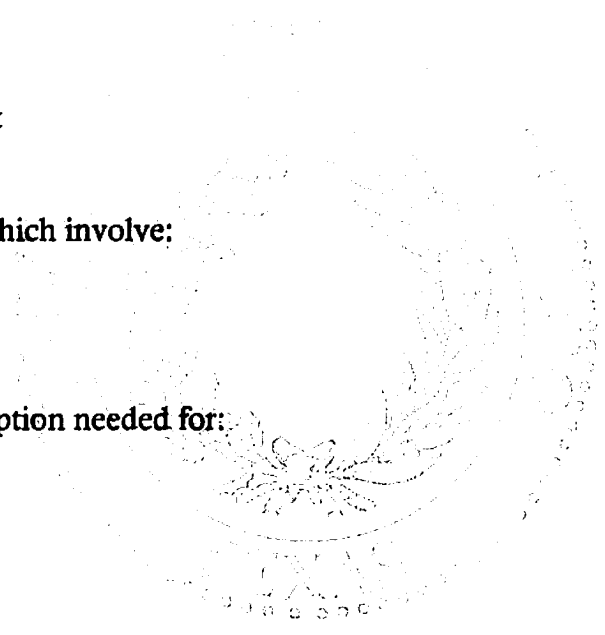
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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:

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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
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- communication with others
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FIELD OPERATIONS DIRECTOR II

GRADE: 17

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

Seven (7) 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:

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WORK ENVIRONMENT:

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SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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:

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PARK DIRECTOR

GRADE: 12

GENERAL DESCRIPTION

This position maintains park building, grounds and other structures. Activities may include the mowing, string trimming, edging, and pest and weed control to meet the demands of county codes, naturalists and Master Gardener's requirements; Supervises other County employees and work release individuals; Participates in supervising scheduled preventative maintenance programs for equipment and facilities within the park; Maintains records of time, materials and equipments used for projects or services. Trains, motivates and evaluates subordinate personnel; provides or coordinates employee training; and evaluates employee performance. Monitors use of appropriate supplies, tools, and equipment and assists in purchasing recommendations. Participates in the development of policies and procedures; and monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures. Performs skilled grounds maintenance task utilizing specialized machines and tools; sets irrigation timers; and repairs and maintains sprinkler heads as needed. Assists with maintaining building systems and works with vendors and contractors.

EXAMPLES OF WORK PERFORMED

Supervises mowing, edging and string trimming

Maintains flower beds, shrubs and trees

Maintains soccer fields and baseball field

Performs routine maintenance of all equipment

Orders parts and materials

Applies pesticides (e.g. ants) and fertilizers

Works with partnership agencies on special projects

Maintains building systems

Performs all other related duties

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate's degree in Maintenance and repair technical courses required. Bachelor's Degree preferred. Eight (8) years experience in large commercial mowing, edging and string trimming. Minimum of two (2) years supervisory experience required. Eight (8) years

experience maintaining building systems. Requires CDL Class "B" Driver's License & pesticide outdoor license or the ability to obtain licenses within 90 days of employment.

Knowledge, Skills and Abilities

A good working knowledge of mowers, string trimmers, edgers, blowers, chain saws and all related tools of the trade

Knowledge of maintaining building systems

Ability to work with vendors and contractors

Knowledge of building and structure minor repairs

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- **reading and writing**
- **operating assigned equipment**
- **communication with others**
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**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 24721

**1-1100-452-00-124-009-0
PARKS PCT.4**

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	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119		
0001	113	PARK DIRECTOR	\$47,893.00	\$0.00	\$47,893.00	0	\$0.00	\$0.00	\$47,893.00	\$47,893.00	\$140.00	\$0.00	\$1,929.00	\$0.00	\$0.00	\$0.00	\$57,031.00
0002	113	PARK MAINTENANCE III	\$23,800.00	\$0.00	\$23,800.00	0	\$0.00	\$0.00	\$23,800.00	\$23,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,800.00
0003	113	PARK MAINTENANCE III	\$23,800.00	\$0.00	\$23,800.00	0	\$0.00	\$0.00	\$23,800.00	\$23,800.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,100.00
0004	113	PARK MAINT II	\$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	\$0.00	\$22,345.00
0005	113	PARK MAINTENANCE II	\$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	\$0.00	\$22,345.00
0006	113	SECURITY/MAINTENANCE	\$29,000.00	\$0.00	\$29,000.00	0	\$0.00	\$0.00	\$29,000.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,000.00
0007	113	SECURITY/MAINTENANCE	\$29,000.00	\$0.00	\$29,000.00	0	\$0.00	\$0.00	\$29,000.00	\$29,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,000.00
0008	113	PARK MAINTENANCE I	\$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	\$0.00	\$22,345.00
0009	113	PARK MAINTENANCE I	\$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	\$0.00	\$22,345.00
0010	113	PARK MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$660.00	\$0.00	\$8,778.00	\$0.00	\$0.00	\$0.00	\$274,656.00
			\$265,218.00	\$0.00	\$265,218.00		\$0.00	\$0.00	\$265,218.00	\$265,218.00	\$660.00	\$0.00	\$8,778.00	\$0.00	\$0.00	\$0.00	\$274,656.00

Approval to decrease supplemental pay for one (1) full-time Park Director position, slot no. 001 (Parks), from \$8,778.00 to \$3,929.00.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1200-431-00-124-007-0

PCT. 4 P/U RD

AI - 24721

Sic #	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	Interpret 116	Supplem 117	Auto A. 118	Clothing 119	
0001	113	EXECUTIVE ASSISTANT IV	\$85,000.00	(\$8,045.00)	\$76,955.00	0	\$0.00	\$0.00	\$76,955.00	\$85,000.00	\$1,740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,740.00
0002	113	FIXED ASSET MANAGER	\$48,916.00	(\$810.00)	\$48,106.00	0	\$0.00	\$0.00	\$48,106.00	\$48,916.00	\$668.64	\$0.00	\$4,000.00	\$0.00	\$0.00	\$53,585.00
0003	113	SP/PROJ COORD	\$47,592.00	\$0.00	\$47,592.00	0	\$0.00	\$0.00	\$47,592.00	\$47,592.00	\$1,135.78	\$0.00	\$4,744.00	\$0.00	\$0.00	\$53,601.78
0004	113	ACCOUNTS PAYABLE SPECIALIST II	\$42,428.00	\$0.00	\$42,428.00	0	\$0.00	\$0.00	\$42,428.00	\$42,428.00	\$1,448.72	\$0.00	\$2,500.00	\$0.00	\$0.00	\$46,376.72
0005	113	HEAVY EQ OP III	\$38,205.00	\$0.00	\$38,205.00	0	\$0.00	\$0.00	\$38,205.00	\$38,205.00	\$1,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,825.00
0006	113	CHIEF ADMIN	\$37,500.00	\$0.00	\$37,500.00	0	\$0.00	\$0.00	\$37,500.00	\$37,500.00	\$600.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$37,500.00
0007	113	HEAVY EQ OP III	\$42,588.00	\$0.00	\$42,588.00	0	\$0.00	\$0.00	\$42,588.00	\$42,588.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,188.00
0008	113	HEAVY EQ OP III	\$37,659.00	\$0.00	\$37,659.00	0	\$0.00	\$0.00	\$37,659.00	\$37,659.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,679.00
0009	113	MECHANIC III	\$34,433.00	\$0.00	\$34,433.00	0	\$0.00	\$0.00	\$34,433.00	\$34,433.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,093.00
0010	113	HEAVY EQ OP II	\$32,837.00	\$0.00	\$32,837.00	0	\$0.00	\$0.00	\$32,837.00	\$32,837.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,337.00
0012	113	TRUCK DRIVER III	\$29,615.00	\$0.00	\$29,615.00	0	\$0.00	\$0.00	\$29,615.00	\$29,615.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,915.00
0013	113	TRUCK DRIVER III	\$29,615.00	\$0.00	\$29,615.00	0	\$0.00	\$0.00	\$29,615.00	\$29,615.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,335.00
0014	113	TRUCK DRIVER III	\$29,615.00	\$0.00	\$29,615.00	0	\$0.00	\$0.00	\$29,615.00	\$29,615.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,695.00
0015	113	CLERK/RECEPTIONIST	\$29,242.00	\$0.00	\$29,242.00	0	\$0.00	\$0.00	\$29,242.00	\$29,242.00	\$480.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$31,222.00
0016	113	TRUCK DRIVER II	\$28,812.00	\$0.00	\$28,812.00	0	\$0.00	\$0.00	\$28,812.00	\$28,812.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,112.00
0017	113	TRF S/SPC III	\$28,771.00	\$0.00	\$28,771.00	0	\$0.00	\$0.00	\$28,771.00	\$28,771.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,771.00
0018	113	TRUCK DRIVER III	\$28,529.00	\$0.00	\$28,529.00	0	\$0.00	\$0.00	\$28,529.00	\$28,529.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,529.00
0019	113	HEAVY EQ OP I	\$28,487.00	\$0.00	\$28,487.00	0	\$0.00	\$0.00	\$28,487.00	\$28,487.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,087.00
0020	113	HEAVY EQ OP II	\$28,398.00	\$0.00	\$28,398.00	0	\$0.00	\$0.00	\$28,398.00	\$28,398.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,998.00
0021	113	TRUCK DRIVER III	\$28,320.00	\$0.00	\$28,320.00	0	\$0.00	\$0.00	\$28,320.00	\$28,320.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,860.00
0022	113	HEAVY EQ OP II	\$28,140.00	\$0.00	\$28,140.00	0	\$0.00	\$0.00	\$28,140.00	\$28,140.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,160.00
0023	113	HEAVY EQ OP II	\$27,706.00	\$0.00	\$27,706.00	0	\$0.00	\$0.00	\$27,706.00	\$27,706.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,366.00
0024	113	HEAVY EQ OP II	\$30,294.00	\$0.00	\$30,294.00	0	\$0.00	\$0.00	\$30,294.00	\$30,294.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,294.00
0025	113	MAINTENANCE III	\$27,706.00	\$0.00	\$27,706.00	0	\$0.00	\$0.00	\$27,706.00	\$27,706.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,666.00
0026	113	MECHANIC I	\$27,706.00	\$0.00	\$27,706.00	0	\$0.00	\$0.00	\$27,706.00	\$27,706.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,706.00
0027	113	TIRE REPAIR	\$27,706.00	\$0.00	\$27,706.00	0	\$0.00	\$0.00	\$27,706.00	\$27,706.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,006.00
0028	113	HEAVY EQ OP II	\$27,413.00	\$0.00	\$27,413.00	0	\$0.00	\$0.00	\$27,413.00	\$27,413.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,553.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 24721

1-1200-431-00-124-007-0

PCT. 4 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	2011 ACTUAL TOTAL COMPENSATION			
											2010 BUDGETED SALARY	2011 ACTUAL SALARY	2011 ACTUAL TOTAL COMPENSATION	2011 ACTUAL TOTAL COMPENSATION
0029	113	HEAVY EQ OP II	\$26,090.00	\$0.00	\$26,090.00	0	\$0.00	\$0.00	\$26,090.00	\$26,090.00	\$0.00	\$0.00	\$0.00	\$26,570.00
0030	113	HEAVY EQ OP II	\$25,647.00	\$0.00	\$25,647.00	0	\$0.00	\$0.00	\$25,647.00	\$25,647.00	\$0.00	\$0.00	\$0.00	\$26,127.00
0031	113	MAINTENANCE II	\$25,556.00	\$0.00	\$25,556.00	0	\$0.00	\$0.00	\$25,556.00	\$25,556.00	\$0.00	\$0.00	\$0.00	\$26,156.00
0032	113	HEAVY EQ OP II	\$24,829.00	\$0.00	\$24,829.00	0	\$0.00	\$0.00	\$24,829.00	\$24,829.00	\$0.00	\$0.00	\$0.00	\$25,429.00
0034	113	HEAVY EQ OP I	\$24,829.00	\$0.00	\$24,829.00	0	\$0.00	\$0.00	\$24,829.00	\$24,829.00	\$0.00	\$0.00	\$0.00	\$24,829.00
0035	113	HEAVY EQ OP II	\$23,808.00	\$0.00	\$23,808.00	0	\$0.00	\$0.00	\$23,808.00	\$23,808.00	\$0.00	\$0.00	\$0.00	\$23,808.00
0036	113	HEAVY EQ OP II	\$26,308.00	\$0.00	\$26,308.00	0	\$0.00	\$0.00	\$26,308.00	\$26,308.00	\$0.00	\$0.00	\$0.00	\$26,308.00
0037	113	MAINTENANCE I	\$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	\$22,345.00
0038	113	MAINTENANCE I	\$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	\$22,345.00
0039	113	MAINTENANCE II	\$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	\$22,345.00
0040	113	MAINTENANCE II	\$24,845.00	\$0.00	\$24,845.00	0	\$0.00	\$0.00	\$24,845.00	\$24,845.00	\$0.00	\$0.00	\$0.00	\$24,845.00
0041	113	MAINTENANCE II	\$24,845.00	\$0.00	\$24,845.00	0	\$0.00	\$0.00	\$24,845.00	\$24,845.00	\$0.00	\$0.00	\$0.00	\$24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I	\$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	\$22,345.00
0043	113	MAINTENANCE I	\$24,845.00	\$0.00	\$24,845.00	0	\$0.00	\$0.00	\$24,845.00	\$24,845.00	\$0.00	\$0.00	\$0.00	\$24,845.00
0044	113	MAINTENANCE I	\$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	\$22,345.00
0045	113	HEAVY EQ OP II	\$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	\$22,345.00
0046	113	HEAVY EQ OP I	\$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	\$22,345.00
0047	113	HEAVY EQ OP II	\$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	\$22,345.00
0048	113	TRF SA/SPC II	\$25,741.00	\$0.00	\$25,741.00	0	\$0.00	\$0.00	\$25,741.00	\$25,741.00	\$0.00	\$0.00	\$0.00	\$26,701.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAIN	\$25,741.00	\$0.00	\$25,741.00	0	\$0.00	\$0.00	\$25,741.00	\$25,741.00	\$0.00	\$0.00	\$0.00	\$25,741.00
0050	113	CUSTODIAN	\$23,030.00	\$0.00	\$23,030.00	0	\$0.00	\$0.00	\$23,030.00	\$23,030.00	\$0.00	\$0.00	\$0.00	\$23,030.00
0051	113	HEAVY EQUIPMENT OPERATOR II	\$27,329.00	\$0.00	\$27,329.00	0	\$0.00	\$0.00	\$27,329.00	\$27,329.00	\$0.00	\$0.00	\$0.00	\$27,329.00
0054	113	DIESEL MECHANIC	\$42,000.00	\$0.00	\$42,000.00	0	\$0.00	\$0.00	\$42,000.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,840.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I	\$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	\$28,900.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	\$27,276.00	\$0.00	\$27,276.00	0	\$0.00	\$0.00	\$27,276.00	\$27,276.00	\$0.00	\$0.00	\$0.00	\$27,276.00
0058	113	MECHANIC II	\$31,070.00	\$0.00	\$31,070.00	0	\$0.00	\$0.00	\$31,070.00	\$31,070.00	\$0.00	\$0.00	\$0.00	\$31,070.00
0059	113	GENERAL OPERATIONS MANAGER	\$84,357.00	\$0.00	\$84,357.00	0	\$0.00	\$0.00	\$84,357.00	\$84,357.00	\$430.00	\$0.00	\$0.00	\$84,777.00
0060	113	TECHNICIAN III	\$36,271.00	\$0.00	\$36,271.00	0	\$0.00	\$0.00	\$36,271.00	\$36,271.00	\$0.00	\$0.00	\$0.00	\$36,271.00
0061	113	DIRECTOR OF ROAD AND BRIDGE	\$65,000.00	\$0.00	\$65,000.00	0	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-124-007-0

PCT. 4 P/U RD

AI - 24721

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	
0062	113	FIELD OPERATIONS DIRECTOR II	\$0.00	\$70,277.00	\$70,277.00	0	\$0.00	\$0.00	\$70,277.00	\$70,277.00	\$8,723.00	\$0.00	\$0.00	\$0.00	\$70,277.00
0063	113	ASSISTANT FIELD OPERATIONS DIRE	\$0.00	\$65,974.00	\$65,974.00	0	\$0.00	\$0.00	\$65,974.00	\$65,974.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,594.00
0064	113	ADMINISTRATIVE ASSISTANT IV	\$0.00	\$58,434.00	\$58,434.00	0	\$0.00	\$0.00	\$58,434.00	\$58,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,434.00
			\$1,779,410.00	\$185,830.00	\$1,965,240.00		\$0.00	\$0.00	\$1,965,240.00	\$1,907,093.80	\$20,997.00	\$5,000.00	\$0.00	\$0.00	\$1,944,901.30

- a. Approval to remove supplemental pay for one (1) full-time Special Projects Coordinator position, slot no. 003 (R&B), supplemental pay amount \$3,874.00.
- b. Approval of auto allowance in the amount of \$5,000.00 to slot no. 0006 (R&B), and pay allowance to employee no. 173525, effective next full pay period (01/17/2011).
- c. Approval of supplemental pay in the amount of \$8,723.00 to slot no. 0062 (R&B), and pay allowance to employee no. 120162, effective next full pay period (01/17/2011).

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: 24721

Summary of request/proposal:

Pct. 4 R&B & Parks (1200):

1. Approval to remove supplemental pay for one (1) full-time Special Projects Coordinator position, slot no. 003 (R&B), supplemental pay amount \$3,874.00.
2. Approval of auto allowance in the amount of \$5,000.00 to slot no. 0006 (R&B), and pay allowance to employee no. 173525, effective next full pay period (01/17/2011).
3. Approval of supplemental pay in the amount of \$8,723.00 to slot no. 0062 (R&B), and pay allowance to employee no. 120162, effective next full pay period (01/17/2011).
4. Approval to decrease supplemental pay for one (1) full-time Park Director position, slot no. 001 (Parks), from \$8,778.00 to \$3,929.00.

				Current Budgeted		
Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1200	Special Projects Coordinator	0003	117	3,874.00	0.00	(3,874.00)
1200	Chief Administrator	0006	118	0.00	5,000.00	5,000.00
1200	Field Operations Director II	0062	117	0.00	8,723.00	8,723.00
				3,874.00	13,723.00	9,849.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-124-007-0-	117	PCT.4 P/U RD - SUPPLEMENTAL PAY	\$4,662.50
1-1200-431-00-124-007-0-	118	PCT.4 P/U RD - AUTO ALLOWANCE	\$4,807.69
1-1200-431-00-124-007-0-	211	PCT.4 P/U RD - HEALTH INSURANCE	\$0.00
1-1200-431-00-124-007-0-	212	PCT.4 P/U RD - LIFE INSURANCE	\$0.00
1-1200-431-00-124-007-0-	220	PCT.4 P/U RD - FICA	\$724.47
1-1200-431-00-124-007-0-	230	PCT.4 P/U RD - RETIREMENT	\$909.14
1-1200-431-00-124-007-0-	250	PCT.4 P/U RD - UNEMPLOYMENT COMP	\$47.35
1-1200-431-00-124-007-0-	260	PCT.4 P/U RD - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$11,151.15

2012 Budgetary Impact: \$11,597.50

Possible Funding Sources: PCT. 4 R&B FUNDS

PCT. 4 PARKS

				Current Budgeted		
Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1100	Parks Director	0001	117	8,778.00	4,849.00	(3,929.00)
				8,778.00	4,849.00	(3,929.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-452-00-124-009-0-	117	PCT.4 PARKS - SUPPLEMENTAL PAY	(\$3,777.88)
1-1100-452-00-124-009-0-	211	PCT.4 PARKS - HEALTH INSURANCE	\$0.00
1-1100-452-00-124-009-0-	212	PCT.4 PARKS - LIFE INSURANCE	\$0.00
1-1100-452-00-124-009-0-	220	PCT.4 PARKS - FICA	(\$289.01)
1-1100-452-00-124-009-0-	230	PCT.4 PARKS - RETIREMENT	(\$362.68)
1-1100-452-00-124-009-0-	250	PCT.4 PARKS - UNEMPLOYMENT COMP	(\$18.89)
1-1100-452-00-124-009-0-	260	PCT.4 PARKS - WORKER'S COMP	\$0.00
2011 Budgetary Impact			(\$4,448.46)

2012 Budgetary Impact: \$4,626.40

Possible Funding Sources: FUNDS AVAILABLE TO BE TRANSFERRED TO R&B

Budget Office Recommendation: