



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Friday, January 21, 2011

To: Esther Cortez, Human Resources
Director

From: Valde Guerra
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 24704

C.C. Date: 01/25/2011

Dept: HEALTH DEPT- CLINICS, H.D.ADMIN., HEALTH ADMIN, T.B. CONTROL (1100, 12993)- RECLASSIFICATIONS, DELETION & CREATION

RECEIVED

MP JAN 21 2011
Human Resources

Human Resources Dept:

Received By: Sylvia Ros

Title: Executive Asst. (11)

Date: 01-21-11

Time: 4:05 pm

AI-24704

19.D.2.

**Personnel Actions- Reclassifications, deletion(s), creation(s)
CC REGULAR**

Date: 01/25/2011
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: Health & Human Services- Health Division
Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management

Sub-category: Salary Schedule Changes

Information

CAPTION

Health Adm (1100):

a. Approval to reclassify the following full time positions effective next full pay period, 01/31/2011. Reviewed and recommended by the Classification Committee as per Sections 3.22 - 3.28 of the Civil Service Commission rules.

Program No./ Name	Slot No.	Position Title	Current Grade & Step	Proposed Position Title	Proposed Grade & Step
340-001 Health Adm.	026	Permit Clerk	G4, S6	Clerk III	G5, S4
340-001 Health Adm.	028	Permit Clerk	G4, S5	Clerk III	G5, S3
340-001 Health Adm.	031	Permit Clerk	G4, S4	Clerk III	G5, S2
340-001 Health Adm.	042	Permit Clerk	G4, S2	Clerk III	G5, S1

- b. Approval of 2011 interdepartmental transfer
- c. Approval of revised salary schedule

Clinics (1100)/ H.D. Admin (1293)/ T.B. Control (1293):

a. Approval of the following personnel actions:

Action	Program No./ Name	Slot No.	Position Title	Current Grade & Step	Current Salary	Proposed Position Title	Proposed Grade & Step	Proposed Salary
Delete	340-003 Health Clin.	0007	RN IV	G16, S3	\$61,828.00	-	-	-
Delete	340-005 H.D. Admin	0011	-	-	\$1,182.00	-	-	-
\$63,010.00								
Delete	340-008 T.B. Control	G007	TB RN	G17, S1	\$63,599.00	-	-	-
Create	340-003 Health Clin.	0125	-	-	-	RN V	G17, S1	\$61,828.00
Create	340-005 H.D. Admin	G022	-	-	-	-	-	\$1,771.00
\$63,599.00								
Create	340-008 T.B. Control	G008	-	-	-	TB RN	G16, S1	\$58,888.00

b. Approval of revised salary schedules

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011

ACCT. #: SEE BELOW

FUNDS AVAILABLE Y/N?: YES

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

*Funding for reclassifications: 1-1100-415-00-115-002-0-899, funds available as of 01/21/11.

*Funding for creation of Slot G022 (RN V) from 340-005 H.D. ADM: Appropriation for this program done at the beginning of

February of each year. Waiting for the County calendar/ accounting year to be closed by the Auditor's Office, as per Mike

Escaname, Budget Manager II from Health Department.

Attachments

No file(s) attached.

Form Routing/Status

Route Seq Inbox

Approved By Date

Status

Rosie Cantu 01/06/2011 03:22 PM CREATED

1 Rosalinda Cantu (Originator)

PEND

2 Budget & Management

3 Auditor's Office

4 Purchasing Department

Form Started By: Rosie Cantu

Started On: 01/06/2011 03:22 PM



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH DEPT (ADMIN)

DATE: 01/18/11

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 001

CURRENT SLOT #: 0042

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- **Reclassification**

CURRENT

G4 S2 PERMIT CLERK

\$24,445.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

G5 S1 CLERK III

\$25,256.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

G5S1 Clerk III

Classification/Position Title

\$25,256.00

Pay Grade/Salary

COMMENTS:

TITLE & GRADE CHANGE, SALARY INCREASED TO CORRESPOND TO NEW GRADE. TOTAL POSITIONS: 1

SIGNATURES

Not Present (RS)
Human Resources Representative

Date

Paerna G. Garcia
County Treasurer Representative

01/20/11

Date

Rene Dominguez
Budget & Management Representative

1/20/2011

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH ADM

DATE: 01/06/2011

CURRENT POSITION TITLE: PERMIT CLERK

CURRENT SLOT. #: 042

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>G4 S2 \$24,445.00</u>	<u>G5 S1 \$25,256.00</u>	\$	<u>811.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 1-1100-415-00-115-002-0-899 CO WIDE ADM-CONTINGENCY

POSITION TYPE:

Full Time Employee Object 113
 Part Time Employee Object 114

Full Time Temporary Object 121
 Part Time Temporary Object 122

Enter hourly rate for temp. positions _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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

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

The title change is being requested in an effort to improve our Department's public service, increase work efficiency and reorganize our clerk staff within our Health & Human Services department.

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



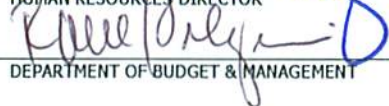
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

While the job description will remain the same for this slot, the new title will provide clarity to staff's role within our Health & Human Services organization.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01/07/2011	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		1/24/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		1/20/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH DEPT (ADMIN)

DATE: 01/18/11

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 001

CURRENT SLOT #: 0031

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- *Reclassification*

CURRENT

G4 S4 PERMIT CLERK

\$25,839.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

G5 S2 CLERK III

\$26,140.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

G5 S2 Clerk III

Classification/Position Title

\$ 26,140.00

Pay Grade/Salary

COMMENTS:

TITLE & GRADE CHANGE, SALARY INCREASED TO CORRESPOND TO NEW GRADE. TOTAL POSITIONS: 1

SIGNATURES

Not Present (PC)
Human Resources Representative

Date

Norma G. Garcia
County Treasurer Representative

01/20/11
Date

Ralph [Signature]
Budget & Management Representative

1/20/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH ADM

DATE: 01/06/2011

CURRENT POSITION TITLE: PERMIT CLERK

CURRENT SLOT. #: 031

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>G4 S4 \$25,839.00</u>	<u>G5 S2 \$26,140.00</u>	\$	<u>301.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 1-1100-415-00-115-002-0-899 CO WIDE ADM-CONTINGENCY

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____

Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS:

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

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

The title change is being requested in an effort to improve our Department's public service, increase work efficiency and reorganize our clerk staff within our Health & Human Services department.

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

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

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

While the job description will remain the same for this slot, the new title will provide clarity to staff's role within our Health & Human Services organization.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	01/07/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/24/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH DEPT (ADMIN)

DATE: 01/18/11

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 001

CURRENT SLOT #: 0026

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- **Reclassification**

CURRENT

G4 S6 PERMIT CLERK

\$27,542.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

G5 S4 CLERK III

\$27,908.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

G5 S4 Clerk III

Classification/Position Title

\$ 27,908.00

Pay Grade/Salary

COMMENTS:

TITLE & GRADE CHANGE, SALARY INCREASED TO CORRESPOND TO NEW GRADE. TOTAL POSITIONS: 1

SIGNATURES

Not Present (P3)

Human Resources Representative

Date

Norma G. Garcia

County Treasurer Representative

01/20/11

Date

Rene P. [Signature]

Budget & Management Representative

1/26/2011

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH ADM

DATE: 01/06/2011

CURRENT POSITION TITLE: PERMIT CLERK

CURRENT SLOT. #: 026

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>G4 S6 \$27,542.00</u>	<u>G5 S4 \$27,908.00</u>	\$	<u>366.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 1-1100-415-00-115-002-0-899 CO WIDE ADM-CONTINGENCY

POSITION TYPE:

Full Time Employee Object 113
 Part Time Employee Object 114

Full Time Temporary Object 121
 Part Time Temporary Object 122

Enter hourly rate for temp. positions _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)					
<table style="width: 100%;"> <tr> <td style="width: 25%;"> CIVIL SERVICE: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/> </td> <td style="width: 25%;"> FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> </td> <td colspan="3"></td> </tr> </table>					CIVIL SERVICE: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>			
CIVIL SERVICE: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>								

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

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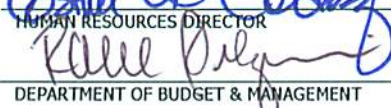
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COMMENTS: (Any comments you wish to make regarding this request)

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01/07/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		1/24/2011		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		1/20/2011		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HEALTH DEPT (ADMIN)

DATE: 01/18/11

DEPARTMENT NUMBER: 340

PROGRAM NUMBER: 001

CURRENT SLOT #: 0028

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- **Reclassification**

CURRENT

G4 S5 PERMIT CLERK

\$26,657.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

G5 S3 CLERK III

\$27,024.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

G5 S3 Clerk III

Classification/Position Title


\$27,024.00

Pay Grade/Salary

COMMENTS:

TITLE & GRADE CHANGE, SALARY INCREASED TO CORRESPOND TO NEW GRADE. TOTAL POSITIONS: 1

SIGNATURES

Not Present (P) 

Human Resources Representative


Date

Norma G. Garcia 

County Treasurer Representative

01/20/11

Date

Rene P. 

Budget & Management Representative

1/20/2011

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH ADM

DATE: 01/06/2011

CURRENT POSITION TITLE: PERMIT CLERK

CURRENT SLOT. #: 028

REQUESTED POSITION TITLE: CLERK III

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>G4 S5 \$26,657.00</u>	<u>G5 S3 \$27,024.00</u>	\$	<u>367.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other 1-1100-415-00-115-002-0-899 CO WIDE ADM-CONTINGENCY

POSITION TYPE:

Full Time Employee Object 113 <input type="checkbox"/>	Part Time Employee Object 114 <input type="checkbox"/>	
Full Time Temporary Object 121 <input type="checkbox"/>	Part Time Temporary Object 122 <input type="checkbox"/>	\$ _____ <small>Enter hourly rate for temp. positions</small> Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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

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

The title change is being requested in an effort to improve our Department's public service, increase work efficiency and reorganize our clerk staff within our Health & Human Services department.

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



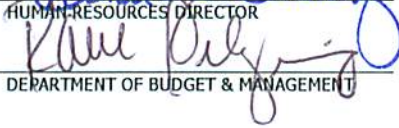
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		01/07/2011		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		1/24/2011		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		1/20/2011		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

PERMIT CLERK

GRADE: 04

GENERAL DESCRIPTION

Sells Septic Tank permits, generated by the Environmental Health Division; works under the supervision of the Chief Inspector.

EXAMPLES OF WORK PERFORMED

Answers telephone calls pertaining to septic tank permits, compliance letters,

Issues septic tanks permits and make copies of septic tank permits,

Issues compliance letter for utilities (light and water)

Make daily reports of money collected

Does filing of open and closed records

Informs permit clients about the need for engineer designs for septic tank on lots less than ½ acre

Looks up old files, for septic tank installed from 1980 to present

Make daily report of work done

Call engineers regarding system designs and subdivision plats when corrections are needed

Faxes information to engineers and utility companies;

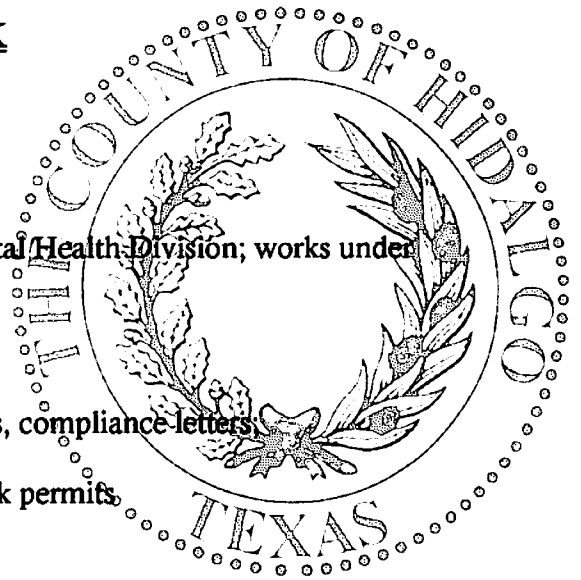
Collects permit fees and completes collection reports daily, with the understanding that the receipts must have the same date; voided permits (original) must be deposited with collection reports;

Keeps records of receipt from treasurer's office;

Checks collection reports from three (3) stations, Edinburg, Weslaco, and Mission; ensures that receipts match the amount of money listed on the collection report

Keeps a record of receipts issued/used

Assists Chief Inspector with administrative duties



GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma or equivalent required. One (1) year experience in a related field. Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines). TB skin testing may be required.

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English language fluently (Bilingual preferred)

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:

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



CLERK III

GRADE: 05

GENERAL DESCRIPTION

Performs complex (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding procedures and policies, assists the public and staff in filling out forms, and assembles and mails information packets

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data; and may compile and tabulate data, and prepare charts, graphs, and tables

Maintains files, materials, and supplies

Opens, stamps, classifies, sorts, and routes mail, and maintains records on postage, registered mail, and packages

Performs data entry, retrieval, and data searches

Receives, stores, and issues stock items

May perform arithmetic computations

May maintain office schedules and appointments

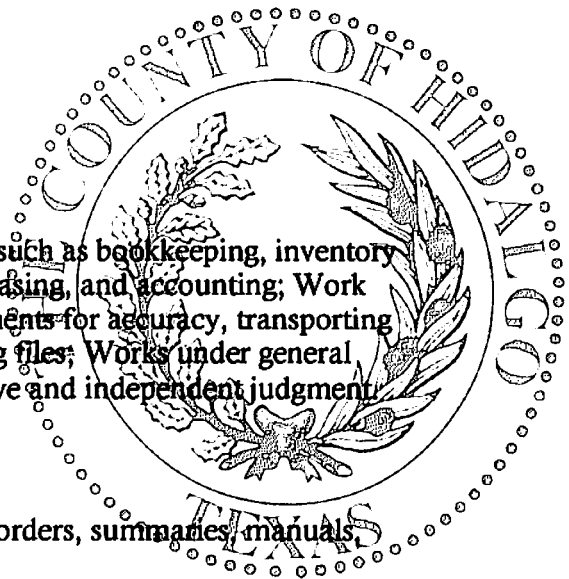
May perform back-up receptionist or telephone switchboard duties

May receive and forward payments to the appropriate agency staff

May screen applicants, administer employment tests, and assist in orienting employees

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for repairs and services



May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to Three (2-3) years experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Vocational training is preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

Registration, Certification, or Licensure

May require a valid driver's license

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.

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

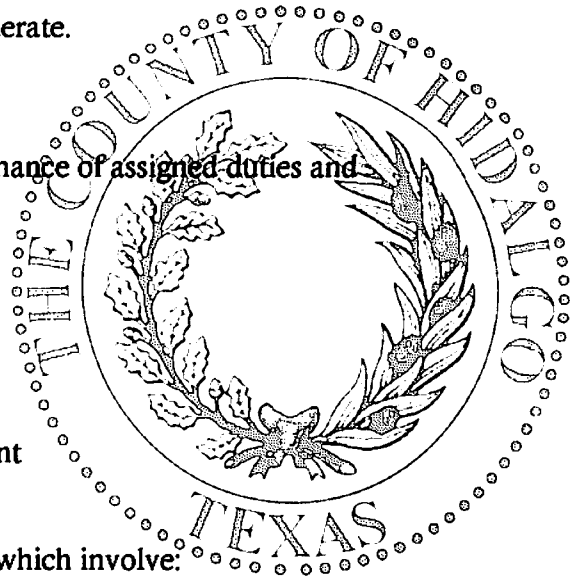
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT (340-003)-CLINICS/ (340-005)-ADMIN

DATE: 01/18/2011

CURRENT POSITION TITLE: RN IV

CURRENT SLOT. #: 340-003-0007/
340-005-0011

REQUESTED POSITION TITLE: -

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **DELETE**

POSITION SALARY REQUEST:

340-003	1	G16, S3 \$61,828.00	-0-	\$	(\$61,828.00)	
340-005	1	G16, S3 \$1,182.00	-0-	\$	(\$1,182.00)	(\$63,010.00)
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE &	NET CHANGE	PROPOSED	

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **FUNDS TO BE MADE AVAILABLE**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

This position as stated does not meet the needs of the Hidalgo County Health & Human Services Department as it is not at the proper Grade or Step.

The position requires that it be at a higher Grade and Step due to the risk involved in exposure to Tuberculosis and also duties pertaining to

Supervisory duties.


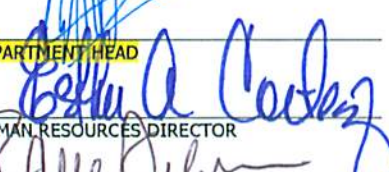

NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	1-20-2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/24/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT (340-003)-CLINICS/ (340-005)-ADMIN

DATE: 01/18/2011

CURRENT POSITION TITLE:

CURRENT SLOT #: 340-003-0125/
340-005-0022
G

REQUESTED POSITION TITLE: RN V

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

340-003	1	-0-	G17, S1 \$61,828.00	\$61,828.00	
340-005	1	-0-	G17, S1 \$1,771.00	\$1,771.00	\$63,599.00
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP	NET CHANGE	PROPOSED SALARY

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS AVAILABLE FROM DELETION OF RN IV POSITION/ HD ADM (program income 340-005)

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

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

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

The Registered Nurse IV position is a supervisory position and is also considered a "high-risk" position due to the risk of exposure to Tuberculosis. As a supervisory position, the pay needs to be above a Nurse IV position's salary. The RN (TB) Supervisor is responsible for the overall functions of the Pulmonary Clinic and supervises 17 employees in the TB division. This position also serves as a liaison / consultant / trainer for the Jail Nurses.


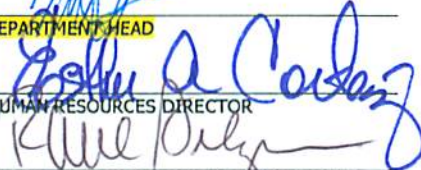
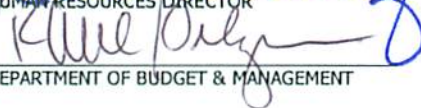
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		1-20-2011	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		1/24/2011	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		1/20/2011	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT (340-008)- T.B. CONTROL

DATE: 01/18/2011

CURRENT POSITION TITLE: TB RN

CURRENT SLOT. #: 340-008-G007

REQUESTED POSITION TITLE: -

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **DELETE**

POSITION SALARY REQUEST:

<u>340-008</u>	<u>1</u>	<u>G17, S1 \$63,599.00</u>	<u>-0-</u>	\$	<u>(\$63,599.00)</u>	<u>(\$63,599.00)</u>
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE	PROPOSED SALARY

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **FUNDS TO BE MADE AVAILABLE**

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

This position does not meet the needs of the Hidalgo County Health & Human Services Department as the Grade and Step is not properly assigned based on the actual duties and level of the position within the Health & Human Services Health Division.




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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	1-20-2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/24/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT (340-008)- T.B. CONTROL

DATE: 01/18/2011

CURRENT POSITION TITLE:

CURRENT SLOT. #: 340-008-G008

REQUESTED POSITION TITLE: **TB RN**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>340-008</u>	<u>1</u>	<u>-0-</u>	<u>G16, S1 \$58,888.00</u>	\$	<u>\$58,888.00</u>	<u>\$58,888.00</u>
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE & STEP		NET CHANGE	PROPOSED SALARY

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS AVAILABLE FROM DELETION OF TB RN GRADE 17 STEP 1 POSITION

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

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

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

This position's Grade and Step need to be at the same level as other TB RN positions within our Health & Human Services Department. It is currently at a higher Grade and Step. The new position will be at the same level as current TB RN positions.



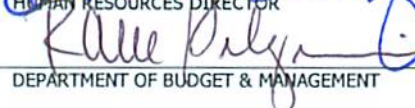
NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	1-20-2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	1/24/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	1/26/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

REGISTERED NURSE IV

GRADE: 16

GENERAL DESCRIPTION

Performs advanced (senior-level) nursing work; Work involves planning, developing, coordinating, and evaluating nursing activities and providing for the care and treatment of patients; May plan, assign, and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, coordinates, and evaluates nursing activities and makes recommendations for improvements

Plans, develops, implements, and monitors program operations

Develops, reviews, revises, and explains health care program policies and procedures

Develops and implements quality assurance programs and processes

Develops in-service training and educational programs

Administers or oversees the administration of medication, immunizations, and treatment, and observes patients for unusual symptoms and reactions

Makes hospital rounds to ensure that prescribed methods and procedures are followed

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, and quality of service

Provides consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

May conduct inspections, certifications, surveys, and investigations of health care facilities to determine compliance with state and federal laws, regulations, and rules

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

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years experience in nursing work; Graduate from an accredited four-year college or university with major course work in nursing or from an accredited nursing program is generally preferred. Two (2) years experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepare and maintain records, and explain public health law

Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of others

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

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**

TB RN

GRADE: 17

GENERAL DESCRIPTION

Works under the supervision of the RN TB Clinic Supervisor and the TB physician. Functions as a tuberculosis clinic nurse. Responsible for monitoring all facets of TB Case Nursing Management (compliance of treatment, contact investigation etc.) and those on treatment for latent TB infection. Assists with TB orientation and training of new personnel.

EXAMPLES OF WORK PERFORMED

Monitors assigned TB Cases for DOT/DOPT compliance, Toxicity, TB contact investigations, and follow-up per standing protocols

Monitors tuberculosis activities in jails and other correctional facilities

Monitors and when necessary, develops ways of preparing and collecting data required by DSHS special population program

Assists special population TB LVN with completion of reports

Assures reports are submitted in a timely manner

Assists in identifying TB Program needs to plan effective strategies and implement change

Understands and interprets public health laws and regulations as they pertain to tuberculosis control activities

Assists in orienting and evaluating staff performance based on TB Program objectives as needed

Participates in TB Q&A

Other duties as assigned per RN TB Clinic Supervisor or DON/ADON

Assists with monitoring of infection control in the Pulmonary clinic

Follows protocols on lab collection (blood and sputum) and reports abnormal labs to TB M.D., and makes appropriate referrals

Assists with other TB duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Formal nursing education leading to RN license plus three years related experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed RN in Texas

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

Must be able to be insured by County Insurance carrier

Knowledge, Skills, and Abilities

Bilingual English- Spanish required

Maybe be required to work other than normal or scheduled hours including weekends and holidays.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:



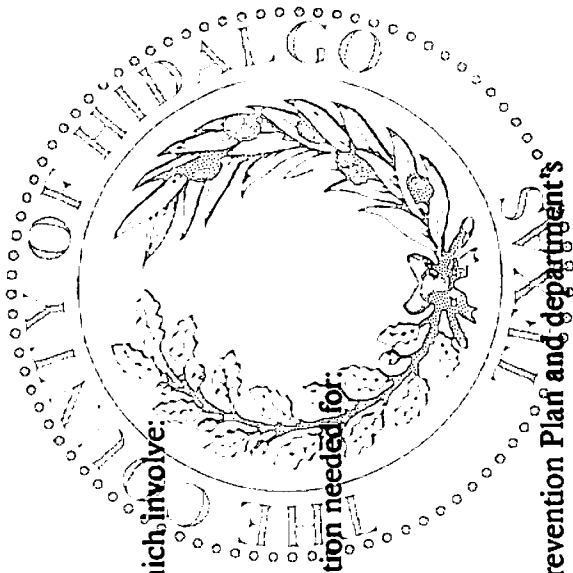
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



Hidalgo County
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 25, 2011

Agenda Item: 24704

Summary of request/proposal:

HEALTH ADM (1100)

Requesting approval to reclassify the following positions:

Fund	Position	Slot#	Obj	CURRENT			PROPOSED			Total Requested
				G	S	Salary/ Allowance	G	S	Salary/ Allowance	
1100	PERMIT CLERK <i>Reclassify to CLERK III</i>	0026	113	4	6	27,542.00	5	4	27,908.00	366.00
1100	PERMIT CLERK <i>Reclassify to CLERK III</i>	0028	113	4	5	26,657.00	5	3	27,024.00	367.00
1100	PERMIT CLERK <i>Reclassify to CLERK III</i>	0031	113	4	4	25,839.00	5	2	26,140.00	301.00
1100	PERMIT CLERK <i>Reclassify to CLERK III</i>	0042	113	4	2	24,445.00	5	1	25,256.00	811.00
										1,845.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-441-00-340-001-0-113	HEALTH ADM- REG F/T EMPLOYEES	\$1,703.08
1-1100-441-00-340-001-0-211	HEALTH ADM- HEALTH INSURANCE	-
1-1100-441-00-340-001-0-212	HEALTH ADM- LIFE INSURANCE	-
1-1100-441-00-340-001-0-220	HEALTH ADM- FICA	\$130.29
1-1100-441-00-340-001-0-230	HEALTH ADM- RETIREMENT	\$163.50
1-1100-441-00-340-001-0-250	HEALTH ADM- UNEMPLOYMENT COMP	\$8.52
1-1100-441-00-340-001-0-260	HEALTH ADM- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$2,005.39

2012 Budgetary Impact: \$2,172.49

Possible Funding Sources: **CO WIDE ADM/ INTERDEPT TRANSFER**

Budget Office Recommendation:

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Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
 From: Raul Silguero Jr., Budget Officer
 CC Date: Tuesday, January 25, 2011

Agenda Item: 24704

Summary of request/proposal:

HEALTH CLINICS (1100)

Approval of deletion, creation and reclassification of position (s) as follows:

Fund	Position	Slot#	Obj	CURRENT			PROPOSED			Total Requested
				G	S	Salary/ Allowance	G	S	Salary/ Allowance	
1100	RN IV (Delete)	0007	113	16	3	61,828.00	-	-	0.00	(61,828.00)
1100	RN V (Create)	0125	113	-	-	0.00	17	1	61,828.00	61,828.00
										0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-441-00-340-003-0- 113	HEALTH CLINICS- REG F/T EMPLOYEES	\$0.00
1-1100-441-00-340-003-0- 211	HEALTH CLINICS- HEALTH INSURANCE	\$0.00
1-1100-441-00-340-003-0- 212	HEALTH CLINICS- LIFE INSURANCE	\$0.00
1-1100-441-00-340-003-0- 220	HEALTH CLINICS- FICA	\$0.00
1-1100-441-00-340-003-0- 230	HEALTH CLINICS- RETIREMENT	\$0.00
1-1100-441-00-340-003-0- 250	HEALTH CLINICS- UNEMPLOYMENT COMP	\$0.00
1-1100-441-00-340-003-0- 260	HEALTH CLINICS- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$0.00

2012 Budgetary Impact: \$0.00

Possible Funding Sources: **NO BUDGETARY IMPACT**

Budget Office Recommendation: **POSITIONS HAVE COST ALLOCATION SLOTS IN THE H.D. ADMIN (1293) ACCOUNT- SEE FISCAL NOTE FOR 340-005 H.D. ADM.**

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 25, 2011

Agenda Item: 24704

Summary of request/proposal:

H.D. ADM (1293)

Approval of deletion & creation of cost allocation slot (s) as follows:

Fund	Position	Slot#	Obj	CURRENT			PROPOSED			Total Requested
				G	S	Salary/ Allowance	G	S	Salary/ Allowance	
1293	RN IV- DELETE (Cost Alloc. Slot)	0011	113	16	3	1,182.00	-	-	0.00	(1,182.00)
1293	RN V- CREATE- (Cost Alloc. Slot)	G022	113	-	-	0.00	17	1	1,771.00	1,771.00
										589.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1293-441-00-340-005-0- 113	H.D. ADMN- REG F/T EMPLOYEES	\$552.75
1-1293-441-00-340-005-0- 211	H.D. ADMN- HEALTH INSURANCE	\$0.00
1-1293-441-00-340-005-0- 212	H.D. ADMN- LIFE INSURANCE	\$0.00
1-1293-441-00-340-005-0- 220	H.D. ADMN- FICA	\$42.29
1-1293-441-00-340-005-0- 230	H.D. ADMN- RETIREMENT	\$53.06
1-1293-441-00-340-005-0- 250	H.D. ADMN- UNEMPLOYMENT COMP	\$2.76
1-1293-441-00-340-005-0- 260	H.D. ADMN- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$650.86

2012 Budgetary Impact: \$693.55

Possible Funding Sources: **WITHIN DEPT BUDGET- INTRADEPT TRANSFER, AT LATER DATE (SEE BELOW)**

Budget Office Recommendation: **SLOTS ARE COST ALLOCATIONS TO POSITIONS IN 340-003 HEALTH CLINICS (1100).**

Appropriation for this program done at the beginning of February of each year. Waiting for the County calendar/ accounting year to be closed by the Auditor's Office.

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 25, 2011

Agenda Item: 24704

Summary of request/proposal:

T.B. CONTROL (1293):

Approval to delete and create position (s) as follows:

Fund	Position	Slot#	Obj	CURRENT			PROPOSED			Total Requested
				G	S	Salary/ Allowance	G	S	Salary/ Allowance	
1293	TB RN (DELETE)	G007	113	17	1	63,599.00	-	-	0.00	(63,599.00)
1293	TB RN (CREATE)	G008	113	-	-	0.00	16	1	58,888.00	58,888.00
										(4,711.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1293-441-00-340-008-1- 113	T.B. CONTROL- REG F/T EMPLOYEES	(\$4,421.09)
1-1293-441-00-340-008-1- 211	T.B. CONTROL- HEALTH INSURANCE	-
1-1293-441-00-340-008-1- 212	T.B. CONTROL- LIFE INSURANCE	-
1-1293-441-00-340-008-1- 220	T.B. CONTROL- FICA	(\$338.21)
1-1293-441-00-340-008-1- 230	T.B. CONTROL- RETIREMENT	(\$424.42)
1-1293-441-00-340-008-1- 250	T.B. CONTROL- UNEMPLOYMENT COMP	(\$22.11)
1-1293-441-00-340-008-1- 260	T.B. CONTROL- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	(\$5,205.83)

2012 Budgetary Impact: (\$5,547.21)

Possible Funding Sources: **NO BUDGETARY IMPACT.**

Budget Office Recommendation: COST SAVINGS

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INTERDEPARTMENTAL TRANSFER REQUEST

DATE: January 21, 2011

2011
Transfer

DEPARTMENT HEAD: RAUL SILGUERO, Jr., BUDGET OFFICER

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR HEALTH DEPT.

SUBJECT: **INTERDEPARTMENTAL TRANSFER**



Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME	Amount
FROM:		
1-1100-415-00-115-002-0-899	CO WIDE ADM-CONTINGENCY	(2,005.39)
TO:		
1-1100-441-00-340-001-0-113	HEALTH ADM- REG F/T EMPLOYEES	1,703.08
1-1100-441-00-340-001-0-220	HEALTH ADM- FICA	130.29
1-1100-441-00-340-001-0-230	HEALTH ADM- RETIREMENT	163.50
1-1100-441-00-340-001-0-250	HEALTH ADM- UNEMPLOYMENT	8.52
TOTAL BUDGET INCREASE/DECREASE		0.00

REASON: To transfer funding for the increase in salary as a result of a request for reclassification of four (Permit Clerk to Clerk III) positions. Request pending CC approval.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /

DATE

ATTEST COUNTY CLERK

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-441-00-340-001-0-

HEALTH ADM

AI - 24704

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
0001	112	CHIEF ADMIN OFFCR				\$108,355.00	\$108,355.00	\$480.00	\$0.00	\$0.00	\$0.00	\$108,835.00
0002	113	ACCOUNTANT III	12	5	\$49,344.00	\$49,344.00	\$49,344.00	\$480.00	\$0.00	\$0.00	\$0.00	\$49,824.00
0004	113	EXECUTIVE ASSISTANT I	11	4	\$44,287.00	\$44,287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0005	113	CHIEF HEALTH INSPECTOR	12	1	\$43,284.00	\$43,284.00	\$43,284.00	\$1,140.00	\$0.00	\$5,000.00	\$0.00	\$49,938.00
0006	113	HEALTH INSPECTOR II	9	1	\$34,360.00	\$34,360.00	\$34,360.00	\$360.00	\$0.00	\$5,000.00	\$0.00	\$40,294.00
0008	113	HEALTH INSPECTOR I	7	4	\$32,551.00	\$32,551.00	\$32,551.00	\$720.00	\$0.00	\$5,000.00	\$0.00	\$38,271.00
0009	113	HEALTH INSPECTOR I	7	3	\$31,520.00	\$31,520.00	\$31,801.00	\$600.00	\$0.00	\$5,000.00	\$0.00	\$37,401.00
0010	113	ANIMAL CONTROL SPECIALIST II	6	3	\$29,186.00	\$29,186.00	\$29,186.00	\$840.00	\$0.00	\$0.00	\$0.00	\$30,026.00
0011	113	HEALTH INSPECTOR I	7	2	\$30,489.00	\$30,489.00	\$30,829.00	\$480.00	\$0.00	\$5,000.00	\$0.00	\$36,309.00
0012	113	SEPTIC TANK INSPECTOR	7	2	\$30,489.00	\$30,489.00	\$30,829.00	\$600.00	\$0.00	\$5,000.00	\$0.00	\$36,429.00
0013	113	ANIMAL CONTROL SPECIALIST II	6	5	\$31,096.00	\$31,096.00	\$31,096.00	\$300.00	\$0.00	\$5,000.00	\$0.00	\$36,396.00
0014	113	HEALTH INSPECTOR I	7	2	\$30,489.00	\$30,489.00	\$30,829.00	\$360.00	\$0.00	\$5,000.00	\$0.00	\$36,189.00
0015	113	SEPTIC TANK INSPECTOR	7	2	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0016	113	ANIMAL CONTROL SPECIALIST II	6	2	\$28,231.00	\$28,231.00	\$28,288.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,288.00
0017	113	ANIMAL CONTROL SPECIALIST II	6	2	\$28,231.00	\$28,231.00	\$28,288.00	\$660.00	\$0.00	\$0.00	\$0.00	\$28,948.00
0018	113	ANIMAL CONTROL SPECIALIST II	6	2	\$28,231.00	\$28,231.00	\$28,231.00	\$300.00	\$0.00	\$0.00	\$0.00	\$28,531.00
0019	113	ADMINISTRATIVE ASSISTANT III	8	4	\$35,157.00	\$27,420.00	\$27,422.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$28,622.00
0021	113	ANIMAL CONTROL SPECIALIST I	4	4	\$25,839.00	\$25,839.00	\$25,839.00	\$720.00	\$0.00	\$0.00	\$0.00	\$26,559.00
0022	113	ANIMAL CONTROL SPECIALIST I	4	4	\$25,839.00	\$25,839.00	\$25,839.00	\$300.00	\$0.00	\$0.00	\$0.00	\$26,139.00
0023	113	ANIMAL CONTROL SPECIALIST I	4	4	\$25,839.00	\$25,839.00	\$25,839.00	\$480.00	\$0.00	\$0.00	\$0.00	\$26,319.00
0024	113	ANIMAL CONTROL SPECIALIST I	4	4	\$25,839.00	\$25,839.00	\$25,839.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,839.00
0025	113	MATERIALS CLERK	5	1	\$25,256.00	\$25,256.00	\$25,442.00	\$780.00	\$0.00	\$0.00	\$0.00	\$26,222.00
0026	113	CLERK III	5	4	\$27,908.00	\$27,908.00	\$27,542.00	\$540.00	\$0.00	\$0.00	\$0.00	\$28,082.00
0027	113	PERMHI CLERK	4	6	\$27,475.00	\$27,475.00	\$27,542.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,082.00
0027	113	FAMILY PLANNING AIDE	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0028	113	CLERK III	5	3	\$27,024.00	\$27,024.00	\$26,657.00	\$720.00	\$0.00	\$0.00	\$0.00	\$27,377.00
0028	113	PERMHI CLERK	4	5	\$26,657.00	\$26,657.00	\$26,657.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,657.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-441-00-340-001-0-

AI - 24704

HEALTH ADM

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0029	113	ELIGIBILITY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,203.00
0030	113	ELIGIBILITY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,203.00
		CLERK III	5	2	\$26,140.00	\$26,140.00							
0031	113	PERMIT CLERK	4	4	\$25,839.00	\$25,839.00	\$25,839.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,259.00
0032	113	ELIGIBILITY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,203.00
0033	113	ELIGIBILITY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,203.00
0034	113	MAINTENANCE II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,020.00
0035	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,983.00
0036	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,683.00
0037	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,623.00
0038	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,743.00
0040	113	CLERK II	3	4	\$23,927.00	\$23,927.00	\$24,000.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,960.00
0041	113	CLERK II	3	5	\$24,685.00	\$24,685.00	\$24,685.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,685.00
		CLERK III	5	1	\$25,256.00	\$25,256.00							
0042	113	PERMIT CLERK	4	2	\$24,203.00	\$24,203.00	\$24,445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,445.00
0043	113	ELIGIBILITY SPECIALIST I	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,203.00
0044	113	CLERK III	5	1	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0045	113	PUBLIC HEALTH TECHNICIAN III	13	2	\$48,383.00	\$49,140.00	\$49,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,140.00
TOTAL					\$1,161,635.00	\$1,263,010.00	\$1,163,970.00	\$16,680.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$1,220,650.00

RECLASSIFICATION OF PERMIT CLERK POSITIONS GRADE 4 TO CLERK III POSITIONS GRADE 5, PENDING CC APPROVAL. REVIEWED AND RECOMMENDED BY THE CLASSIFICATION COMMITTEE AS PER SECTION(S) 3.22 - 3.28 OF THE CIVIL SERVICE COMMISSION RULES.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-441-00-340-003-0

AI - 24704

HEALTH CLINICS

Slot #	Obj Code	Position Title	Grade	Step	2011 Grade & Step Salary	2011 Approved Budgeted Salary	Actual Salary	Other Allowances					2011 Actual Total Compensation
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	MIDWIFE	21	3	\$92,582.00	\$92,582.00	\$92,582.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93,002.00
0002	113	FAMILY NURSE PRACTITIONER	21	2	\$89,554.00	\$89,554.00	\$89,554.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,554.00
0003	113	DIRECTOR OF NURSING	19	3	\$79,374.00	\$79,374.00	\$79,374.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,274.00
0004	113	BUDGET MANAGER II	17	1	\$63,599.00	\$63,599.00	\$63,599.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,959.00
0005	113	ASSISTANT DIRECTOR OF NURSING	17	4	\$70,277.00	\$70,277.00	\$70,277.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,057.00
0006	113	DIRECTOR OF OPERATIONS	16	5	\$67,132.00	\$67,132.00	\$67,322.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,102.00
0007	113	DELETE REGISTERED NURSE IV	16	3	\$63,010.00	\$61,828.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,634.00
0009	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,334.00
0010	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,888.00
0011	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,274.00
0012	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,888.00
0013	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$58,888.00	\$59,374.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,154.00
0014	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$57,513.00	\$57,513.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,233.00
0015	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0016	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$55,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,788.00
0017	113	REGISTERED NURSE III	14	4	\$55,788.00	\$55,788.00	\$55,788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,788.00
0018	113	HR COORDINATOR II	13	8	\$58,199.00	\$48,199.00	\$48,200.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,700.00
0019	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,489.00
0020	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,969.00
0021	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,089.00
0022	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,789.00
0023	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,789.00
0024	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,509.00
0025	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,909.00
0026	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$42,884.00	\$43,489.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,849.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-441-00-340-003-0

AI - 24704

HEALTH CLINICS

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
G119	113	DATA ENTRY CLERK III	5	4	\$27,908.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
A120	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00
0121	113	FAMILY NURSE PRACTITIONER	0	0	\$0.00	\$92,582.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A122	113	TB PROGRAM MANAGER	18	1	\$68,687.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
A123	113	TX VCCNS MANAGER	11	1	\$40,078.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
A124	113	OUTREACH SPECIALIST II	6	3	\$29,186.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
0125	113	CREATE REGISTERED NURSE V	17	1	\$63,599.00	\$61,828.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$4,275,736.00	\$2,884,573.00	\$2,580,929.00	\$53,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,634,449.00

DELETION OF ONE RN IV, GRADE 16, STEP 3 POSITION AND CREATION OF ONE RN V, GRADE 17, STEP 1 POSITION PENDING CC APPROVAL.
BOTH POSITIONS PAID FROM TWO FUNDING SOURCES.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1293-441-00-340-005-0

AI - 24704

H.D. ADM

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G002	113	TX VCCNS MANAGER	11	1	\$40,078.00	\$2,808.00	\$2,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,809.00
0003	113	REGISTERED NURSE IV	16	1	\$58,888.00	\$1,861.00	\$1,861.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,861.00
G004	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$1,767.00	\$1,767.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,767.00
G005	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$1,767.00	\$1,767.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,767.00
G006	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$1,766.00	\$1,766.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,766.00
G007	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$1,550.00	\$1,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00
G008	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$1,412.00	\$1,412.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,412.00
G009	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$1,412.00	\$1,412.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,412.00
G010	113	LICENSED VOCATIONAL NURSE II	11	3	\$42,884.00	\$1,412.00	\$1,412.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,412.00
DELETE													
0011	113	REGISTERED NURSE IV	16	3	\$63,010.00	\$1,182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G012	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$1,166.00	\$1,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,166.00
G013	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$1,133.00	\$1,133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,133.00
G014	113	ASST TB RECORDS MNGR	4	3	\$25,021.00	\$1,111.00	\$1,113.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,113.00
G015	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$1,098.00	\$1,098.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,098.00
G016	113	COMMUNITY SERVICE AIDE	6	3	\$29,186.00	\$1,099.00	\$1,099.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,099.00
G017	113	OUTREACH SPECIALIST I	4	0	\$22,216.00	\$33.00	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00
G018	113	OUTREACH SPECIALIST II	6	3	\$29,186.00	\$963.00	\$963.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$963.00
G019	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$849.00	\$849.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$849.00
G020	113	OUTREACH SPECIALIST I	4	2	\$24,203.00	\$15.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00
G021	113	HR COORDINATOR II	13	8	\$58,199.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
CREATE													
G022	113	REGISTERED NURSE V	17	1	\$63,599.00	\$1,771.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$772,919.00	\$34,993.00	\$33,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,225.00

DELETION OF ONE RN IV, GRADE 16, STEP 3 POSITION AND CREATION OF ONE RN V, GRADE 17, STEP 1 POSITION PENDING CC APPROVAL. BOTH POSITIONS PAID FROM TWO FUNDING SOURCES.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 24704

1-1293-441-00-340-008-1

T.B. CONTROL

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
G001	113	LICENSED VOCATIONAL NURSE III	13	1	\$46,747.00	\$35,317.00	\$35,317.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,317.00
G002	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$23,332.00	\$23,332.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,332.00
G003	113	OUTREACH SPECIALIST I	4	4	\$25,839.00	\$25,839.00	\$26,229.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,229.00
G004	113	BILLING SPECIALIST II	3	4	\$23,927.00	\$23,927.00	\$24,186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,186.00
G005	113	BILLING SPECIALIST II	3	4	\$23,927.00	\$23,927.00	\$24,186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,186.00
G006	113	TB PROGRAM MANAGER	18	1	\$68,687.00	\$68,687.00	\$68,687.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,687.00
		DELETE										
G007	113	TB REGISTERED NURSE	17	1	\$63,599.00	\$63,599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		CREATE										
G008	113	TB REGISTERED NURSE	16	1	\$58,888.00	\$58,888.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$273,854.00	\$259,917.00	\$201,937.00	\$0.00	\$0.00	\$0.00	\$0.00	\$201,937.00

DELETION OF TB REGISTERED NURSE POSITION, GRADE 17 STEP 1 AND CREATION OF TB REGISTERED NURSE POSITION, GRADE 16 STEP 1
PENDING CC APPROVAL.