



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: 24950

C.C. Date: 01/25/2011

Dept: HIDTA- TASK FORCE/ CHAPTER 59 ASSET FORFEITURE – RECLASSIFI.

RECEIVED

pk JAN 21 2011

Human Resources

Human Resources Dept:

Received By: Sylvia Pios

Title: Executive Asst-111

Date: 01-21-11

Time: 4:05 pm

AI-24950

18.E.1.

Request for Reclassification of a Criminal Investigator position to Assistant Commander.

CC REGULAR

Date: 01/25/2011
Submitted By: Rosie Cantu, BUDGET & MANAGEMENT
Submitted For: DA'S OFFICE/ HIDTA DEPT
Department: BUDGET & MANAGEMENT

Agenda Category: Budget and Management **Sub-category:** Salary Schedule Changes

Information

CAPTION

HIDTA Task Force (1291)/ Chapter 59 (1251):

a. Approval to reclassify the following full time position in the Classification and Compensation Plan (Position Inventory), effective 01/31/11. Reviewed and recommended by the Classification Committee as per Section 6.29 of the Hidalgo County Personnel Handbook:

Program Name/ No.	Slot No.	Position Title	Current Grade & Step	Proposed Position Title	Proposed Grade	Salary Percent Distribution
270-003 HIDTA Task Force	G008	Criminal Investigator II	G14, s4	Assistant Commander	G16, S1	67.518
270-011 HIDTA Chapter 59	G008	-	-	-	-	32.482

b. Approval of revised salary schedules

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1251-412-00-270-011-0-XXX
FUNDS AVAILABLE Y/N?: YES **MATCHING FUNDS Y/N?:**

BUDGETARY IMPACT:

Funds to cover increase appropriated as per CC approval on 12/30/10. No transfer required.

Attachments

Link: [backup](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	01/21/2011 04:47 PM	APRV
2	Budget & Management	Erika Zamora	01/21/2011 04:49 PM	APRV
3	Sylvia Solis	Sylvia Solis	01/21/2011 05:06 PM	APRV
4	Auditor's Office		01/21/2011 05:21 PM	NEW

Form Started By: Rosie Cantu **Started On:** 01/21/2011 11:07 AM
 Final Approval Date: 01/21/2011



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: HIDTA

DATE: 01/13/11

DEPARTMENT NUMBER: 270

PROGRAM NUMBER: 003/ 011

CURRENT SLOT #: G008/ G008

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- Reclassification

CURRENT

G14, S4 CRIMINAL INVESTIGATOR II

(270-003) \$39,760.00/ (270-011) \$16,240.00 = ~~\$56,000.00~~

\$56,000.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

G16, S1 ASSISTANT COMMANDER

(270-003) \$39,760.00/ (270-011) \$19,128.00 = \$58,888.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

G16, S1 Assistant Commander (270-003) \$39,760.00 / (270-011) \$19,128.00 =

Classification/Position Title

Pay Grade/Salary

\$58,888.00

COMMENTS:

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

SIGNATURES

Not Present (PS)
Human Resources Representative

Date

Norma G. Garcia
County Treasurer Representative

01/20/11

Date

Kalle Puleja
Budget & Management Representative

1/20/2011

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003)/ CHPTR 59 (270-011)

DATE: 01/11/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT. #: 270-003-G008/
270-011-G008

REQUESTED POSITION TITLE: ASSISTANT COMMANDER

Revised 1/24/11

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

270-003	1	G14, S4 \$39,760.00	G14 S4 \$39,760.00	\$	-0-	
270-011	1	G16, S1 \$16,240.00	G18 S4 \$19,128.00	\$	2,888.00	\$58,888.00
ACCT NO.	NO. OF POSITIONS	CURRENT GRADE & STEP	PROPOSED GRADE &		NET CHANGE	PROPOSED SALARY

Handwritten notes: 1651 above G14 S4, 14 S4 above G16 S1, 16 S4 above G18 S4, and 'rc' below G16 S1 and G18 S4.

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other WITHIN DEPT BUDGET 1-1251-412-00-270-011-0-XXX HIDTA CHAPTER 59

POSITION TYPE:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS:

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

CIVIL SERVICE:

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

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

WILL BE ABLE ASSIGNED TO ASST. THE COMMANDER IN HER ABSENCE & OUT IN THE FIELD WHEN SHE IS NOT AROUND.

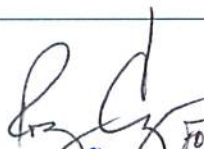
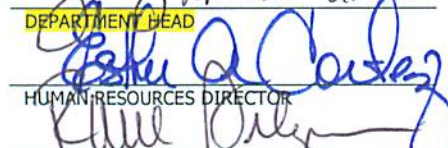
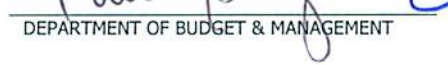
NEW POSITION: Brief job description and attach a copy of the new job description.

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.  FOR RENE GUERRA DEPARTMENT HEAD DATE 1/13/2011	2.  HUMAN RESOURCES DIRECTOR DATE 1/24/2011	3.  DEPARTMENT OF BUDGET & MANAGEMENT DATE 1/20/2011	4. COMMISSIONERS COURT APPROVAL DATE	FUNDING AVAILABLE IN DEPT. BUDGET <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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01D

CRIMINAL INVESTIGATOR II

GRADE: 14

GENERAL DESCRIPTION

Performs mid-level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

EXAMPLES OF WORK PERFORMED

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Prepares reports and correspondence

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Locates and interview persons, take statements and depositions, evaluate evidence, examine records, collect data and report facts

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates video taped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in related field functioning as a law enforcement officer. Associate's degree in Law Enforcement preferred.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

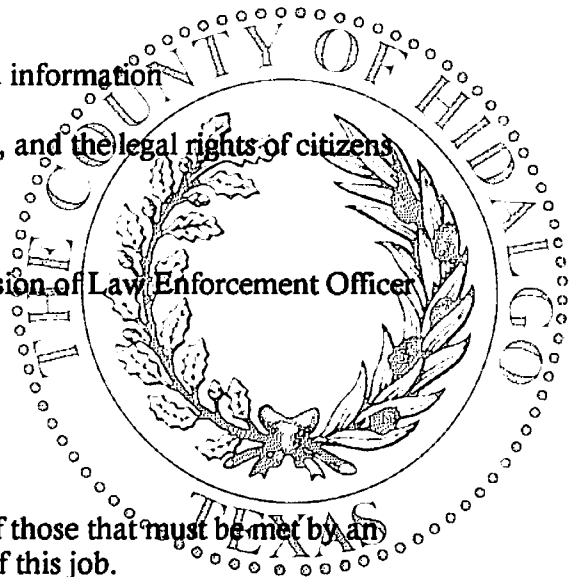
Ability to analyze and evaluate facts, evidence and related information

Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens

Registration, Certification, or Licensure

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training



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:

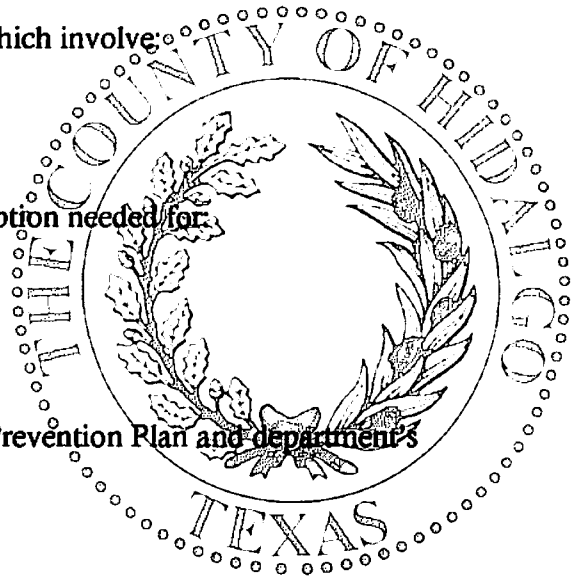
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



ASSISTANT COMMANDER

GRADE: 16

GENERAL DESCRIPTION

Performs supervisory (senior-level) criminal investigation work. The Assistant Commander reports directly to the Commander. Assumes all of the Commander's duties and responsibilities during the Commander's absence or at the direction of the Commander. The Assistant Commander will maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned by the Task Force Director.

EXAMPLES OF WORK PERFORMED

Has executive management authority over all Task Force field operations personnel including asset forfeiture and intelligence research divisions.

May also approve all operational plans and primarily ensures that the safety and well being of the public, task force agents, covert operations, law enforcement personnel and targets are secured.

Implements all local, state and federal rules and regulations to all operations and coordinate with other law enforcement agencies.

Assess' the risks involved in an operation and minimize them to ensure a successful and injury free operation.

Supervises all local, state, and federal law enforcement personnel within the purview of the task force responsibilities.

Will be responsible for accurate accounting of the Task Force's Confidential Funds account and follow the Task Force and auditing policies.

Investigates rule infraction allegations committed by Task Force personnel.

Mediates and attempts to resolve all problems caused by an operation or between local and federal agents.

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors.

Provides tactical and strategic leadership to Task Force personnel and covert civilian operatives.

Presides over all briefings and debriefings of all operations.

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation.

Ensures that all local, state and federal Task Force personnel have the necessary equipment to perform their duties in a safe and efficient manner.

Maintains a high level of professionalism and quality ethical standards.

Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements

Conduct surveillance of drug suspects and related activities; patrol high risk and drug profile area; conduct undercover operations; collect evidence of crimes; organize and prepare case reports for prosecution

Contact and cooperate with other law enforcement agencies and the Sheriff's Department in matters relating to the apprehension of offenders and the investigation of offenses; conduct internal investigations of white collar crimes and criminal violations committed by county personnel

Draft and serve civil citations, arrest warrants and other legal documents to ensure expediency in the legal process; testify in court or in front of a grand jury as requested

Conduct traffic stops and vehicle searches; compile information and court orders for the destruction of evidence in adjudicated criminal narcotic cases

Participate in drug awareness training activities; maintain training files; develop training programs; coordinate outside training programs and outside agencies and jurisdictions; review and evaluate current and future training programs

Understand, interpret and apply laws, regulations, policies and procedures.

Maintain confidentiality in the performance of duties

Establish and maintain cooperative working relationships with those contacted in the course of work

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of law enforcement experience. Must have basic certification as a peace officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLOSE).

Certificates, Licenses, Registrations:

Possession of an Advanced Certificate of Law Enforcement.

Texas Operator's Drivers License. Investigators use their own private vehicle and not a county car.



Knowledge, Skills, and Abilities

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups

Ability to work with mathematical concepts such as probability and statistical inference

Ability to define problem(s), collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of Pertinent federal, state and local laws, regulations and codes

Knowledge in Principles and practices of legal document preparation including citations and arrest warrants

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

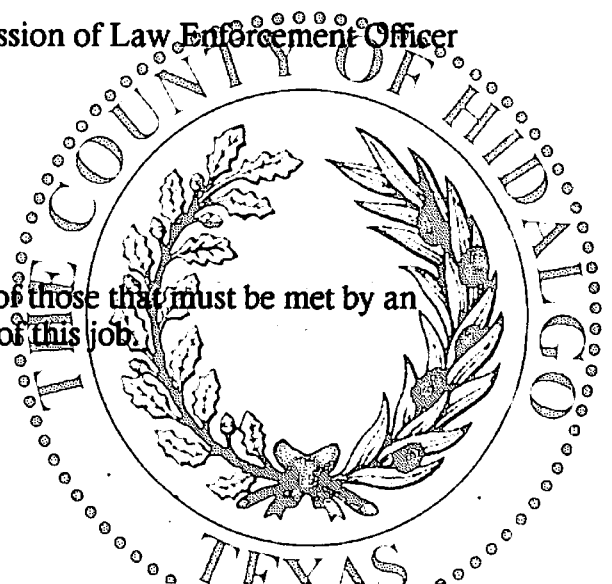
Registration, Certification, or Licensure

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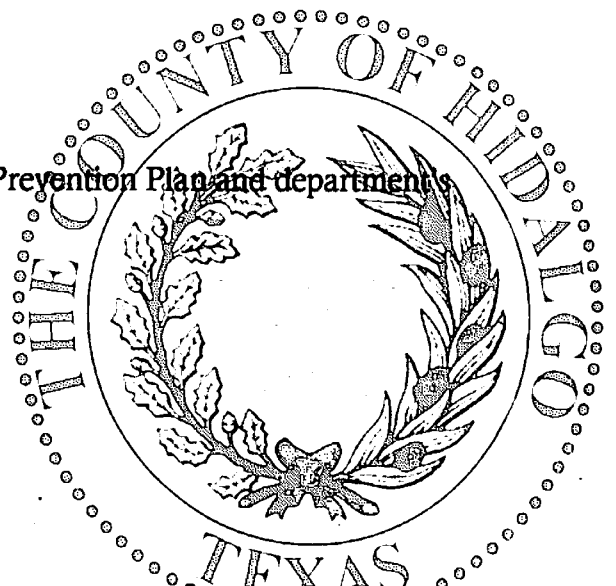
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- operating assigned equipment
- communication with others
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**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1291-412-00-270-003-0

AI - 24950

HIDTA TASK FORCE

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	
G001	113	COMMANDER	18	4	\$75,899.00	\$49,198.00	\$49,200.00	\$505.60	\$0.00	\$0.00	\$0.00	\$0.00	\$49,705.60
G002	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$52,757.00	\$52,800.00	\$2,671.58	\$0.00	\$0.00	\$0.00	\$0.00	\$55,471.58
G003	113	CRIMINAL INVESTIGATOR I	12	4	\$47,829.00	\$36,455.00	\$36,968.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,388.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$36,964.00	\$36,968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,968.00
G005	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$36,964.00	\$36,968.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,388.00
G006	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$36,964.00	\$36,968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,968.00
G007	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$36,964.00	\$36,968.00	\$466.88	\$0.00	\$0.00	\$0.00	\$0.00	\$37,434.88
		ASSISTANT COMMANDER	16	1	\$58,888.00	\$39,760.00							
G008	113	CRIMINAL INVESTIGATOR II	14	4	\$55,788.00	\$39,609.00	\$39,760.00	\$213.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,973.00
G009	113	ACCOUNTANT III	12	5	\$49,344.00	\$35,695.00	\$35,700.00	\$564.24	\$0.00	\$0.00	\$0.00	\$0.00	\$36,264.24
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	1	\$31,815.00	\$22,369.00	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,500.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	2	\$38,408.00	\$28,015.00	\$28,200.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,920.00
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	\$36,271.00	\$25,999.00	\$26,000.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,900.00
TOTAL					\$618,561.00	\$477,713.00	\$439,000.00	\$6,881.30	\$0.00	\$0.00	\$0.00	\$0.00	\$445,881.30

Approval to reclassify the following full time position in the Classification and Compensation Plan (Position Inventory), effective 01/31/11. Reviewed and recommended by the Classification Committee as per Section 6.29 of the Hidalgo County Personnel Handbook.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1251-412-00-270-011-0

AI - 24950

HIDTA CHAPTER 59

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	
G001	113	COMMANDER	18	4	\$75,899.00	\$26,701.00	\$21,083.00	\$274.40	\$0.00	\$0.00	\$0.00	\$0.00	\$21,357.40
G002	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	\$71,091.00	\$18,334.00	\$18,340.00	\$928.42	\$0.00	\$0.00	\$0.00	\$0.00	\$19,268.42
G003	113	CRIMINAL INVESTIGATOR I	12	4	\$47,829.00	\$11,374.00	\$11,532.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,952.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$15,290.00	\$15,290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,290.00
G005	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$15,290.00	\$15,290.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,710.00
G006	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$15,290.00	\$15,290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,290.00
G007	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	\$15,290.00	\$15,290.00	\$193.12	\$0.00	\$0.00	\$0.00	\$0.00	\$15,483.12
		ASSISTANT COMMANDER	16	1	\$58,888.00	\$19,128.00							
G008	113	CRIMINAL INVESTIGATOR II	14	4	\$55,788.00	\$16,179.00	\$16,240.00	\$87.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,327.00
G009	113	ACCOUNTANT III	12	5	\$49,344.00	\$13,649.00	\$13,649.00	\$215.76	\$0.00	\$0.00	\$0.00	\$0.00	\$13,864.76
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	1	\$31,815.00	\$9,446.00	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,500.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	2	\$38,408.00	\$10,393.00	\$10,400.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,120.00
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	\$36,271.00	\$10,272.00	\$10,272.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,172.00
G015	113	CRIMINAL INVESTIGATOR I	12	3	\$46,314.00	\$46,314.00	\$46,314.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,314.00
G016	113	CRIMINAL INVESTIGATOR I	12	4	\$47,829.00	\$47,829.00	\$48,500.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,340.00
G017	113	CRIMINAL INVESTIGATOR I	12	1	\$43,284.00	\$43,284.00	\$43,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,284.00
G018	113	CRIMINAL INVESTIGATOR II	14	0	\$47,963.00	\$47,963.00	\$47,963.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,963.00
G020	113	SR. DEPUTY CONSTABLE STEP III				\$22,388.00	\$22,388.00	\$660.00	\$0.00	\$600.00	\$0.00	\$0.00	\$23,648.00
G021	113	CLERK I	1	3	\$19,864.00	\$19,864.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
TOTAL					\$823,815.00	\$408,099.00	\$384,385.00	\$5,658.70	\$0.00	\$600.00	\$0.00	\$0.00	\$406,883.70

Approval to reclassify the following full time position in the Classification and Compensation Plan (Position Inventory), effective 01/31/11. Reviewed and recommended by the Classification Committee as per Section 6.29 of the Hidalgo County Personnel Handbook.