

HIDALGO COUNTY
PRECINCT NO 1
Re-Organization Plan

PHASE II

Delete:

Program	Slot	Title	Budgeted Salary
013	0005	Maintenance III	(34,401.00)
013	T021	Maintenance III	(24,000.00)
001	0015	Maintenance I	(24,350.00)
001	0016	Maintenance I	(24,350.00)
005	0040	Maintenance I	(28,807.00)
005	0077	Mechanic III	(39,312.00)
005	0094	Maintenance III	(23,993.00)
004	0004	Accountant I	(35,000.00)
Total			<u>(234,213.00)</u>

Create:

Program	Slot	Title	Budgeted Salary
005	0101	Crew Leader II	42,000.00
004	0005	Community Liaison	55,000.00
004	0006	Personnel Specialist	52,000.00
004	0007	Accountant III	50,000.00
004	0008	Clerk IV	37,000.00
004	0009	Clerk IV	37,000.00
004	0010	Clerk IV	37,000.00
052	0016	General Foreman	55,000.00
Total			<u>365,000.00</u>

Fiscal Impact Summary:

Net Impact of Deletion/Creation	130,787.00
Savings from Phase I	(25,256.00)
Intra-Departmental Transfer (reimbursable from IT Dept.)	(42,000.00)
Intra-Departmental Transfer (reimbursable from scheduled vacancy)	(25,236.00)
Drainage Improvement Project Cost (reimbursable from C.O. 2010)	(55,000.00)
Total	<u>(16,705.00)</u>

CREW LEADER II

GENERAL DESCRIPTION

Provide management of the day-to-day operations of the department/work unit and oversight of the work production, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and document programs and curriculum, monitors departmental resources and ensures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Directly responsible for the management of departmental staff, which may include lower level management or supervisory positions

Provides training to staff members as required

Plans, assigns and is responsible for the workload and schedules for team members

Evaluates performance of subordinates, identifying strengths/weaknesses, providing employee development, guidance and motivation, or making/deciding on recommendations for replacement when appropriate

Acts as a managerial resource for staff questions regarding customer issues, policies, etc

Coordinates activities with other departments to expedite work and improve performance

Performs quality reviews/audits of department's work and makes operational corrections as necessary

Establishes and enforces procedures to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Performs all other related duties involved in the operation of the Precinct as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associate's degree or equivalent required. Minimum of six (6) years related work experience.

Knowledge, Skills and Abilities

Must have an advanced or expert knowledge of fundamental concepts, practices and procedures of the field of road construction and maintenance

Spreadsheet and/or word processing software knowledge/experience preferred with either specific program applications or general applications such as Microsoft Office Suite

Excellent verbal and written communication/presentation skills

Effective interpersonal and leadership skills that are normally expected of a fully qualified manager

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

MAINTENANCE III

GRADE: 05

GENERAL DESCRIPTION

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain records on work orders or projects

May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; and to train others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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

MAINTENANCE I

GRADE: 01

GENERAL DESCRIPTION

Performs entry-level building maintenance and construction work; Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain and repair laundry machines, kitchen equipment, boilers, and boiler feed pumps

May mow grass, edge walks and curbs, and trim shrubbery

May repair and upholster furniture

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance, to follow instructions, and to interpret drawings and diagrams

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

MECHANIC III

GRADE: 08

GENERAL DESCRIPTION

Performs complex (journey-level) motor vehicle maintenance and equipment repair work. Work involves replacing or repairing worn or broken parts and coordinating or performing preventive maintenance and service work on automotive and related gasoline, diesel, or alternative fuel engine-powered equipment; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs repairs to vehicles and other equipment, including repairs to computerized automotive systems

Exchanges, rebuilds, and overhauls motors, transmissions, differentials, and other major vehicle components and systems.

Requisitions supplies, parts, oils, and fuels; checks deliveries; maintains records of purchases and requisitions; and distributes supplies

Inventories parts and equipment

Maintains records on the operation and repair of vehicles, motors, and other equipment

May assist in the development of training programs

May maintain and repair heavy construction equipment

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience in motor vehicle repair and maintenance work; Graduation from a standard senior high school or equivalent, supplemented by technical courses in automotive repairs, is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Ability to maintain accurate records; to follow instructions; to locate and diagnose defective mechanical operations; and to supervise the work of others

Registration, Certification, or Licensure

May require a certification from the National Institute of Automotive Service Excellence

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
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ACCOUNTANT I

GRADE: 08

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Prepares unit-cost information, progress, or other reports

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

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

Prepares payment, cash, general journal, and related vouchers

Researches reconciliation discrepancies and reports findings

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

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

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

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

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

May maintain the depreciation schedule for fixed asset depreciable purchases

May oversee an annual inventory of equipment and supplies

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Knowledge, Skills, and Abilities

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

Knowledge of MS Word, Excel and 10-key calculator

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

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

- making observations
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COMMUNITY LIASON

GENERAL DESCRIPTION

Performs (entry-level) work to plan, coordinate, and oversee a variety of Community Health Promotion Programs with emphasis on maternal and child health services. Will serve as a liaison with social services agencies and other governmental agencies.

EXAMPLES OF WORK PERFORMED

Acts as liaison with Texas Department of State Health Services and other funding sources as appropriate to maximize funding for Community Health Promotion

Advises the Associate Director for Community Health on Community Health Promotion needs

Acts as advocate for Community Health Promotion and other public health issues in the community as well as nationally and statewide

Monitors provisions of Community Health Promotion services to help ensure quality operations and superior customer service

Assists with staff to set program goals, develop work plans, and develop performance measures

Assesses Community Health Promotion needs throughout Hidalgo County and helps ensure actions are taken to address those needs

Networks with health care and community agencies and the private sector to assist in the development of innovative ways to advance Community Health Promotion in Hidalgo County

Performs all other related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of work related experience in social services environment or community outreach. Associate's Degree in Business, Social Services, or related. Bachelor's Degree preferred. Two (2) years of experience maybe substituted for one (1) year of education. Maximum four (4) years.

Knowledge, Skills, and Abilities

Knowledge of county procedures and policy

Knowledge of State Civil Service and Civil Rights Law

Ability to communicate effectively and ability to train others

Ability to establish and maintain good working relationships with the public and making effective use of community resources

May require interaction with any departmental supervisors, peers, County agencies and staff, local media sources, other professional entities, community, state and federal agencies

Proficient knowledge of computers

Must possess a valid Texas 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.

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:

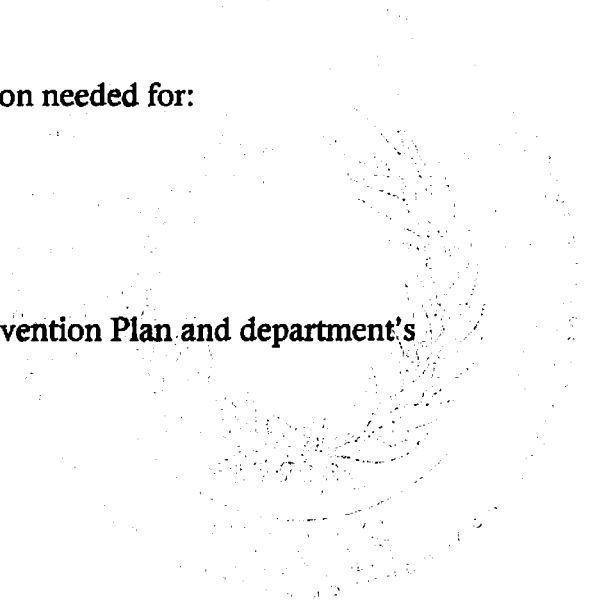
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



PERSONNEL SPECIALIST

GENERAL DESCRIPTION

Performs complex (journey-level) human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the recruitment of applicants and makes recommendations for selection

Coordinates human resources activities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares and maintains various human resources correspondence and reports

Provides advice and assistance on classification, recruitment, retention, compensation, benefits, leave provisions, employee relations, and salary administration matters

Counsels' staff on issues, rules, and regulations related to human resources management

Makes recommendations for changes to the Classification Plan, including additions, deletions, new classes, title changes, and reallocations

Conducts audits of human resources activities to ensure compliance with policies and procedures

Conducts workforce analyses and executes workforce plans and recruitment and retention strategies

Communicates and disseminates human resources policies and procedures

Assists in planning, developing, revising, and implementing human resources policies and procedures

May train others

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) Years of Experience in human resources management work. Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of job evaluation methods; and of federal, state, and local laws, statutes, and regulations

Skill in conducting interviews

Ability to evaluate applicant qualifications, to analyze job requirements, to prepare and revise job descriptions, and to explain policies and procedures to staff and the public, to train others, and to supervise the work of others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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

ACCOUNTANT III

GRADE: 12

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

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

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

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

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

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

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

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

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

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

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

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Knowledge, Skills, and Abilities

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

Knowledge of MS Word, Excel and 10-key calculator

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

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- **sitting for extended periods of time**
- **operating assigned equipment**

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

CLERK IV

GRADE: 07

GENERAL DESCRIPTION

Performs advanced (senior-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, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

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

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training 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 records administration and maintenance techniques and procedures; of warehousing 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 detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

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.

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

GENERAL FOREMAN

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

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

Operates road right-of-way bridge maintenance equipment

Performs duties associated with the position of Heavy Equipment Operator

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

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

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

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

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

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Knowledge, Skills, and Abilities

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

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

Good organizational skills

Ability to understand oral and written directions

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

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, February 01, 2011

Agenda Item: 25079

Summary of request/proposal:

Pct. 1 Rd Adm (1200)

Approval to create/ delete the following position(s):

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1200	ACCOUNTANT I	N/A	0004	113	\$35,000.00	\$0.00	(\$35,000.00)
1200	N/A	COMMUNITY LIAISON	0005	113	\$0.00	\$55,000.00	\$55,000.00
1200	N/A	PERSONNEL SPECIALIST	0006	113	\$0.00	\$52,000.00	\$52,000.00
1200	N/A	ACCOUNTANT III	0007	113	\$0.00	\$50,000.00	\$50,000.00
1200	N/A	CLERK IV	0008	113	\$0.00	\$37,000.00	\$37,000.00
1200	N/A	CLERK IV	0009	113	\$0.00	\$370,000.00	\$370,000.00
1200	N/A	CLERK IV	0010	113	\$0.00	\$37,000.00	\$37,000.00
TOTAL:					\$35,000.00	\$601,000.00	\$233,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-121-004-0-	113	PCT 1 RD ADM - REG F/T EMPLOYEES	\$214,180.77
1-1200-431-00-121-004-0-	211	PCT 1 RD ADM - HEALTH INSURANCE	\$16,546.15
1-1200-431-00-121-004-0-	212	PCT 1 RD ADM - LIFE INSURANCE	\$124.10
1-1200-431-00-121-004-0-	220	PCT 1 RD ADM - FICA	\$16,384.83
1-1200-431-00-121-004-0-	230	PCT 1 RD ADM - RETIREMENT	\$20,561.35
1-1200-431-00-121-004-0-	250	PCT 1 RD ADM - UNEMPLOYMENT COMP	\$1,070.90
1-1200-431-00-121-004-0-	260	PCT 1 RD ADM - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$268,868.10

2012 Budgetary Impact: \$292,492.50

Possible Funding Sources:

**R&B AND PARKS FUNDS - FROM DELETION OF POSITION (S)
 ADDITIONAL FUNDS PENDING TRANSFER FROM R&B OBJ. CODE 673 TO RD ADM.
 PENDING INTERDEPARTMENTAL/ INTERFUND TRANSFERS**

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, February 01, 2011

Agenda Item: 25079

Summary of request/proposal:

Pct. 1 Parks (1100)

Approval to create or delete the following position(s):

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1100	MAINTENANCE III	N/A	0005	113	\$34,401.00	\$0.00	(\$34,401.00)
1100	MAINTENANCE III	N/A	T021	121	\$24,000.00	\$0.00	(\$24,000.00)
TOTAL:					\$58,401.00	\$0.00	(\$58,401.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-452-00-121-013-0-	113	PCT 1 PARKS - REG F/T EMPLOYEES	(\$57,053.28)
1-1100-452-00-121-013-0-	211	PCT 1 PARKS - HEALTH INSURANCE	(\$7,033.84)
1-1100-452-00-121-013-0-	212	PCT 1 PARKS - LIFE INSURANCE	(\$52.76)
1-1100-452-00-121-013-0-	220	PCT 1 PARKS - FICA	(\$4,364.58)
1-1100-452-00-121-013-0-	230	PCT 1 PARKS - RETIREMENT	(\$5,477.12)
1-1100-452-00-121-013-0-	250	PCT 1 PARKS - UNEMPLOYMENT COMP	(\$285.27)
1-1100-452-00-121-013-0-	260	PCT 1 PARKS - WORKER'S COMP	\$0.00
2011 Budgetary Impact			(\$74,266.85)

2012 Budgetary Impact: (\$76,021.19)

Possible Funding Sources:

**NO BUDGETARY IMPACT
 AVAILABLE FUNDS PENDING INTERFUND TRANSFER TO PCT. 1 RD ADM.**

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, February 01, 2011

Agenda Item: 25079

Summary of request/proposal:

PCT.1 P/U RD (1200)

I. Approval to create/delete the following vacant position(s):

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1200	MAINTENANCE I	N/A	0040	113	\$28,807.00	\$0.00	(\$28,807.00)
1200	MECHANIC III	N/A	0077	113	\$39,312.00	\$0.00	(\$39,312.00)
1200	MAINTENANCE III	N/A	0094	113	\$23,993.00	\$0.00	(\$23,993.00)
1200	N/A	CREW LEADER	0101	113	\$0.00	\$42,000.00	\$42,000.00
TOTAL:					\$92,112.00	\$42,000.00	(\$50,112.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-121-005-0- 113	PCT.1 P/U RD - REG F/T EMPLOYEES	(\$46,064.49)
1-1200-431-00-121-005-0- 211	PCT.1 P/U RD - HEALTH INSURANCE	(\$6,618.46)
1-1200-431-00-121-005-0- 212	PCT.1 P/U RD - LIFE INSURANCE	(\$49.64)
1-1200-431-00-121-005-0- 220	PCT.1 P/U RD - FICA	(\$3,523.93)
1-1200-431-00-121-005-0- 230	PCT.1 P/U RD - RETIREMENT	(\$4,422.19)
1-1200-431-00-121-005-0- 250	PCT.1 P/U RD - UNEMPLOYMENT COMP	(\$230.32)
1-1200-431-00-121-005-0- 260	PCT.1 P/U RD - WORKER'S COMP	\$0.00
2011 Budgetary Impact		(\$60,909.03)

2012 Budgetary Impact: (\$62,633.88)

Possible Funding Sources:

NO BUDGETARY IMPACT
AVAILABLE FUNDS PENDING INTERDEPT. TRANSFER TO PCT. 1 RD ADM.

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, February 01, 2011

Agenda Item: 25079

Summary of request/proposal:
Pct. 1 Drainage Improvement Project (1200)
Approval to create the following position(s):

Fund	Current/ Extended Position	New Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1200	N/A	GENERAL FOREMAN	0016	113	\$0.00	\$55,000.00	\$55,000.00
TOTAL:					\$0.00	\$55,000.00	\$55,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-121-052-0-	113	PCT 1 DRAIN IMPV PF REG F/T EMPLOYEES	\$50,557.69
1-1200-431-00-121-052-0-	211	PCT 1 DRAIN IMPV PF HEALTH INSURANCE	\$3,309.23
1-1200-431-00-121-052-0-	212	PCT 1 DRAIN IMPV PF LIFE INSURANCE	\$24.82
1-1200-431-00-121-052-0-	220	PCT 1 DRAIN IMPV PF FICA	\$3,867.66
1-1200-431-00-121-052-0-	230	PCT 1 DRAIN IMPV PF RETIREMENT	\$4,853.54
1-1200-431-00-121-052-0-	250	PCT 1 DRAIN IMPV PF UNEMPLOYMENT COMP	\$252.79
1-1200-431-00-121-052-0-	260	PCT 1 DRAIN IMPV PF WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$62,865.73

2012 Budgetary Impact: \$68,389.50

Possible Funding Sources: REIMBURSEABLE FROM C.O. 2010 SERIES (PENDING REIMBURSEMENT)

Budget Office Recommendation:

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DATE: January 31, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

2011
Interfund Transfer



DEPARTMENT NAME: Department of Budget & Management for
Pct. Rd Adm

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

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

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

Honorable Commissioner's Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
1-1100-452-00-121-013-0- 113	PCT1 PARKS - REG F/T EMPLOYEES	(57,053.28)
1-1100-452-00-121-013-0- 211	PCT1 PARKS - HEALTH INSURANCE	(7,033.84)
1-1100-452-00-121-013-0- 212	PCT1 PARKS - LIFE INSURANCE	(52.76)
1-1100-452-00-121-013-0- 220	PCT1 PARKS - FICA	(4,364.58)
1-1100-452-00-121-013-0- 230	PCT1 PARKS - RETIREMENT	(5,477.12)
1-1100-452-00-121-013-0- 250	PCT1 PARKS - UNEMPLOYMENT COMP	(285.27)
1-1100-491-01-000-200-0- 891	Transfer Out - R&B CO. WIDE	74,266.85
TO		
1-1200-391-01-000-100-0- 000	Transfers In - General Fund	74,266.85
1-1200-431-00-121-004-0- 113	PCT 1 RD ADM - REG F/T EMPLOYEES	57,053.28
1-1200-431-00-121-004-0- 211	PCT 1 RD ADM - HEALTH INSURANCE	7,033.84
1-1200-431-00-121-004-0- 212	PCT 1 RD ADM - LIFE INSURANCE	52.76
1-1200-431-00-121-004-0- 220	PCT 1 RD ADM - FICA	4,364.58
1-1200-431-00-121-004-0- 230	PCT 1 RD ADM - RETIREMENT	5,477.12
1-1200-431-00-121-004-0- 250	PCT 1 RD ADM - UNEMPLOYMENT COMP	285.27
	TOTAL BUDGET INCREASE (DECREASE)	74,266.85

REASON: Interfund transfer from Pct. 1 Parks to Pct. 1 Rd Adm to move available funds from deletion of positions to fund salary and related fringe benefit expenditures related to the creation of various positions under Rd Adm Dept. (slot no.'s 005-010)

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-452-00-121-013-0

AI - 25079

PCT. 1 PARKS

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	FOREMAN	\$39,966.00	\$0.00	\$39,966.00	0	\$0.00	\$0.00	\$39,966.00	\$39,966.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,626.00
0003	113	MECHANIC III	\$34,989.00	\$0.00	\$34,989.00	0	\$0.00	\$0.00	\$34,989.00	\$34,989.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,649.00
0004	113	ACCOUNTS PAYABLE CLERK	\$36,750.00	\$0.00	\$36,750.00	0	\$0.00	\$0.00	\$36,750.00	\$36,750.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,290.00
		DELETE ↓														
0005	113	MAINTENANCE III	\$34,401.00	\$0.00	\$34,401.00	0	\$0.00	\$0.00	\$34,401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	CLERK/RECEPTIONIST	\$28,301.00	\$0.00	\$28,301.00	0	\$0.00	\$0.00	\$28,301.00	\$28,301.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,901.00
0008	113	MAINTENANCE II	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,607.00
0009	113	HEAVY EQ OP I	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0010	113	HEAVY EQ OP III	\$26,607.00	\$0.00	\$26,607.00	0	\$0.00	\$0.00	\$26,607.00	\$26,607.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,507.00
0011	113	TRCK DRIVER III	\$25,032.00	\$0.00	\$25,032.00	0	\$0.00	\$0.00	\$25,032.00	\$25,032.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,052.00
0012	113	MAINTENANCE I	\$25,032.00	\$0.00	\$25,032.00	0	\$0.00	\$0.00	\$25,032.00	\$20,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,710.00
0013	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$20,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,710.00
0014	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$24,204.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,204.00
0015	113	HEAVY EQ OP II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$23,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,635.00
0016	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$21,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,635.00
0017	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$22,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,350.00
0018	113	MAINTENANCE II	\$23,635.00	\$0.00	\$23,635.00	0	\$0.00	\$0.00	\$23,635.00	\$23,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,635.00
0019	113	MAINTENANCE I	\$22,710.00	\$0.00	\$22,710.00	0	\$0.00	\$0.00	\$22,710.00	\$22,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,710.00
0020	113	MAINTENANCE II	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$21,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,635.00
		DELETE ↓														
T021	121	MAINTENANCE III	\$24,000.00	\$0.00	\$24,000.00	0	\$0.00	\$0.00	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0022	113	DIRECTOR OF PARKS	\$0.00	\$55,000.00	\$55,000.00	0	\$0.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$516,587.00	\$55,000.00	\$571,587.00		\$0.00	\$0.00	\$571,587.00	\$469,476.00	\$4,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$473,856.00

**Approval to delete the above highlighted vacant full time positions
Personnel Actions pending CC approval.**

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-432-00-121-001-0-

AI - 25079

PCT. 1 SANITATION

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0004	113	ACCOUNTS PAYABLE CLERK	\$34,817.00	\$0.00	\$34,817.00	0	\$0.00	\$0.00	\$34,817.00	\$34,817.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,817.00
0005	113	MAINTENANCE III	\$33,093.00	\$0.00	\$33,093.00	0	\$0.00	\$0.00	\$33,093.00	\$33,093.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,093.00
0006	113	TRCK DRIVER III	\$31,245.00	\$0.00	\$31,245.00	0	\$0.00	\$0.00	\$31,245.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0007	113	HEAVY EQUIPMENT OPERATOR I	\$28,980.00	\$0.00	\$28,980.00	0	\$0.00	\$0.00	\$28,980.00	\$28,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,980.00
0008	113	TRCK DRIVER III	\$27,552.00	\$0.00	\$27,552.00	0	\$0.00	\$0.00	\$27,552.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0009	113	ATTENDANT	\$27,245.00	\$0.00	\$27,245.00	0	\$0.00	\$0.00	\$27,245.00	\$27,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,245.00
0010	113	TRCK DRIVER II	\$26,334.00	\$0.00	\$26,334.00	0	\$0.00	\$0.00	\$26,334.00	\$26,334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,334.00
0011	113	TRCK DRIVER III	\$26,000.00	\$0.00	\$26,000.00	0	\$0.00	\$0.00	\$26,000.00	\$26,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,360.00
0012	113	MAINTENANCE II	\$25,236.00	\$0.00	\$25,236.00	0	\$0.00	\$0.00	\$25,236.00	\$25,236.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,656.00
0013	113	MAINTENANCE II	\$25,236.00	\$0.00	\$25,236.00	0	\$0.00	\$0.00	\$25,236.00	\$25,236.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,236.00
0014	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$22,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,350.00
		DELETE ↓														
0015	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$24,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,350.00
0016	113	MAINTENANCE I	\$24,350.00	\$0.00	\$24,350.00	0	\$0.00	\$0.00	\$24,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0017	113	ATTENDANT	\$23,985.00	\$0.00	\$23,985.00	0	\$0.00	\$0.00	\$23,985.00	\$23,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,985.00
0018	113	ATTENDANT	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,345.00
0019	113	ATTENDANT	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,345.00
0023	113	HEAVY EQ OP II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0024	113	TRCK DRIVER III	\$25,000.00	\$0.00	\$25,000.00	0	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
0027	113	GENERAL FOREMAN	\$41,481.00	\$13,519.00	\$55,000.00	0	\$0.00	\$0.00	\$55,000.00	\$49,975.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,635.00
0028	113	CLERK III	\$23,993.00	\$0.00	\$23,993.00	0	\$0.00	\$0.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0029	113	DIRECTOR OF SANITATION/ DRAINAGE	\$0.00	\$65,000.00	\$65,000.00	0	\$0.00	\$0.00	\$65,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
			\$545,937.00	\$78,519.00	\$624,456.00		\$0.00	\$0.00	\$624,456.00	\$581,284.00	\$2,940.00	\$0.00	\$0.00	\$0.00	\$0.00	\$582,724.00

**Approval to delete the above highlighted vacant full time positions
Personnel Actions pending CC approval.**

HIDALGO COUNTY
COMMISSIONER COURT
 2011 SALARY SCHEDULE

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

PCT. 1 P/U RD

AI - 25079

Obj Slot #	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	
0101 113	CREW LEADER II	\$0.00	\$42,000.00	\$42,000.00	0	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,643,192.00	\$51,445.00	\$1,694,637.00		\$0.00	\$0.00	\$1,694,637.00	\$1,471,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,484,880.00

Approval to create or delete the above highlighted vacant full time positions
 Personnel Actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

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

PCT. 1 RD ADM

AI - 25079

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% INCREASE	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	
0001	113	EXEC. ASST. FOR COMMUNITY & INT	\$85,000.00	\$0.00	\$85,000.00	0	\$0.00	\$0.00	\$85,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00
0002	113	DIRECTOR OF MANAGEMENT SUPPO	\$0.00	\$65,000.00	\$65,000.00	0	\$0.00	\$0.00	\$65,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00
0003	113	ADMINISTRATIVE ASSISTANT IV	\$0.00	\$50,000.00	\$50,000.00	0	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		DELETE													
0004	113	ACCOUNTANT I	\$0.00	\$35,000.00	\$35,000.00	0	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		CREATE													
0005	113	COMMUNITY LIAISON	\$0.00	\$55,000.00	\$55,000.00	0	\$0.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	PERSONNEL SPECIALIST	\$0.00	\$52,000.00	\$52,000.00	0	\$0.00	\$0.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	ACCOUNTANT III	\$0.00	\$50,000.00	\$50,000.00	0	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	CLERK IV	\$0.00	\$37,000.00	\$37,000.00	0	\$0.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0009	113	CLERK IV	\$0.00	\$37,000.00	\$37,000.00	0	\$0.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0010	113	CLERK IV	\$0.00	\$37,000.00	\$37,000.00	0	\$0.00	\$0.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$85,000.00	\$418,000.00	\$503,000.00		\$0.00	\$0.00	\$503,000.00	\$145,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,000.00

Approval to create or delete the above highlighted full time positions
Personnel Actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1200-431-00-121-052-0

AI - 25079

PCT. 1 DRAINAGE IMPROVEMENT PROJECT

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	Supplm. 117	Auto A. 118		Clothing 119
0004	113	HEAVY EQUIP OP	\$40,425.00	\$0.00	\$40,425.00	0	\$0.00	\$0.00	\$40,425.00	\$40,425.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,205.00
0005	113	EXCAVATOR/HEAVY EQUIPMENT OP	\$40,425.00	\$0.00	\$40,425.00	0	\$0.00	\$0.00	\$40,425.00	\$40,425.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,905.00
0006	113	BACKHOE- HEAVY EQUIPMENT OPER	\$31,500.00	\$0.00	\$31,500.00	0	\$0.00	\$0.00	\$31,500.00	\$31,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,500.00
0007	113	BACKHOE-HEAVY EQUIPMENT OPER	\$31,500.00	\$0.00	\$31,500.00	0	\$0.00	\$0.00	\$31,500.00	\$31,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,500.00
0008	113	HEAVY EQUIP OP	\$31,500.00	\$0.00	\$31,500.00	0	\$0.00	\$0.00	\$31,500.00	\$31,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,500.00
0009	113	PIPE LAYER/FITTER	\$27,000.00	\$0.00	\$27,000.00	0	\$0.00	\$0.00	\$27,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,000.00
0010	113	PIPE LAYER/FITTER	\$27,000.00	\$0.00	\$27,000.00	0	\$0.00	\$0.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	LABORER-DRAINAGE/CONSTRUCTIO	\$22,000.00	\$0.00	\$22,000.00	0	\$0.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
0012	113	LABORER-DRAINAGE/CONSTRUCTIO	\$22,000.00	\$0.00	\$22,000.00	0	\$0.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
0014	113	LABORER-DRAINAGE/CONSTRUCTIO	\$22,000.00	\$0.00	\$22,000.00	0	\$0.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
0015	113	DIRECTOR OF CONSTRUCTION	\$47,963.00	\$0.00	\$47,963.00	0	\$0.00	\$0.00	\$47,963.00	\$47,963.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,963.00
		CREATE ↓														
0016	113	GENERAL FOREMAN	\$0.00	\$55,000.00	\$55,000.00	0	\$0.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$343,313.00	\$55,000.00	\$398,313.00		\$0.00	\$0.00	\$398,313.00	\$313,313.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$314,573.00

Approval to create the above highlighted vacant full time positions
Personnel Actions pending CC approval.