

Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT



Date: Monday, January 31, 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: 25080

C.C. Date: 02/01/2011

Dept: EXECUTIVE OFFICE (1100)

Human Resources Dept:

Received By: _____

Title: _____

Date: _____

Time: _____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EXECUTIVE OFFICE 125-001

DATE: 01/31/2011

CURRENT POSITION TITLE: -

SLOT. #: 008

REQUESTED POSITION TITLE: ENVIRONMENTAL COMPLIANCE MONITOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>\$60,000.00</u>	\$	<u>\$60,000.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY	PROPOSED GRADE & STEP/ SALARY		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.)
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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

To assist Environmental Compliance Coordinator in Co-wide environmental compliance issues (i.e. TCEQ, MS4, etc.)

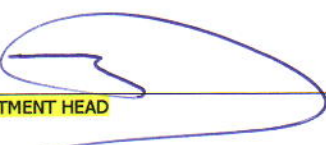
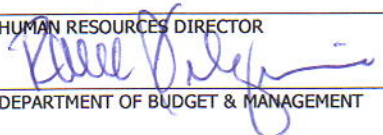
NEW POSITION: Brief job description and attach a copy of the new job description.

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 | 1/31/11
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 1/31/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

DATE: January 30, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Executive Office

ACCOUNT NUMBER: 1-1100-41X-00-1X5-00X-0-XXX

CONTACT PERSON: Erika Zamora PHONE: (956) 292-7025 Ext. 5416

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
1-1100-415-00-115-002-0- 899	CO WIDE ADM- CONTINGENCY	(68,277.71)
TO		
1-1100-413-00-125-001-0- 113	EXECUTIVE OFFICE- REG F/T EMPLOYEES	55,153.85
1-1100-413-00-125-001-0- 211	EXECUTIVE OFFICE- HEALTH INSURANCE	3,309.23
1-1100-413-00-125-001-0- 212	EXECUTIVE OFFICE- LIFE INSURANCE	24.82
1-1100-413-00-125-001-0- 220	EXECUTIVE OFFICE- FICA	4,219.27
1-1100-413-00-125-001-0- 230	EXECUTIVE OFFICE- RETIREMENT	5,294.77
1-1100-413-00-125-001-0- 250	EXECUTIVE OFFICE- UNEMPLOYMENT COMP	275.77
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: Transfer to fund creation of Environmental Compliance Monitor. Personnel action pending CC approval.

SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-413-00-125-001-0

EXECUTIVE OFFICE

AI - 25080

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	OPERATIONS ADMINISTRATOR	16	5	\$67,132.00	\$67,132.00	\$68,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,137.00	
0002	113	MULTI MEDIA COORDINATOR	16	2	\$60,949.00	\$60,949.00	\$60,949.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,949.00	
0003	113	PUBLIC INFORMATION OFFICER	12	1	\$43,284.00	\$43,284.00	\$43,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,680.00	
0004	113	CLERK I	1	0	\$17,636.00	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,636.00	
0005	113	ENVIRONMENTAL COMPLIANCE COORDINATOR	0	0	\$0.00	\$76,331.00	\$76,331.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,331.00	
0006	113	COURIER	2	5	\$22,857.00	\$22,857.00	\$22,857.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,857.00	
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICER	0	0	\$0.00	\$123,534.00	\$123,534.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,914.00	
0008	113	ENVIRONMENTAL COMPLIANCE MONITOR	0	0	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL							\$211,858.00	\$471,723.00	\$413,124.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$414,504.00

APPROVAL TO CREATE A NEW FULL-TIME ENVIRONMENTAL COMPLIANCE MONITOR, BUDGETED SALARY 60,000.00. REQUEST PENDING CC APPROVAL.