



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:   25084  

C.C. Date:   01/31/2011  

Dept:   EMERGENCY SERVICES- EMERGENCY MGMT (1100)  

Human Resources Dept:

Received By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EMERGENCY SERVICES- EMERGENCY MGMT 300-023

DATE: 01/31/2011

CURRENT POSITION TITLE: EMERGENCY SERVICES DIRECTOR

SLOT. #: 001

REQUESTED POSITION TITLE: N/A

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other **DELETION**

### POSITION SALARY REQUEST:

<u>1</u>	<u>\$76,440.00</u>	<u>-0-</u>	\$	<u>(\$76,440.00)</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 **No FUNDING REQUIRED.**

### POSITION TYPE:

Dept Heads Object 112     Part Time Employee Object 114

Full Time Employee Object 113     Part Time Temporary Object 122     \$ \_\_\_\_\_

Full Time Temporary Object 121

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:

Exempt   
Non-Exempt   
N/A

### FLSA:

Exempt   
Non-Exempt

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

*Function of Emergency Services Director being eliminated*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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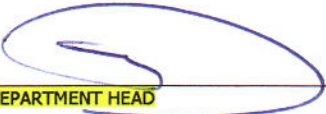


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EMERGENCY SERVICES- EMERGENCY MGMT 300-023

DATE: 01/31/2011

CURRENT POSITION TITLE:

SLOT. #: 007

REQUESTED POSITION TITLE: EMERGENCY MANAGEMENT COORDINATOR

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

**POSITION SALARY REQUEST:**

<u>1</u>	<u>-0-</u>	<u>\$72,000.00</u>	\$	<u>72,000.00</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

**NO FUNDS REQUIRED/ NO BUDGETARY IMPACT (funds to be transferred from object code 112 from within dept)**

**POSITION TYPE:**

Dept Heads Object 112	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
Full Time Temporary Object 121	<input type="checkbox"/>			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:**

Exempt   
Non-Exempt   
N/A

**FLSA:**

Exempt   
Non-Exempt

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

*Position of Emergency Management Coordinator needed to oversee department of Emergency Management.*

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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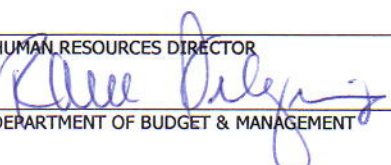
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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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		

## EMERGENCY MANAGEMENT COORDINATOR

### GENERAL DESCRIPTION

Performs complex emergency coordination work; Responsible for monitoring, conducting, and participating in programs and activities for the purposes of assessing, mitigating, response and recovery efforts for events associated with critical incidents and emergencies. Works on emergency preparedness issues, coordinate training programs and emergency operations drills, assist departments with their emergency and mitigation plans, grant applications and administration, and administer the submittal process for Federal and State reimbursement claims for the county's cost during emergency operations.

### EXAMPLES OF WORK PERFORMED

Serves as one of the liaisons on county emergency preparedness plans with FEMA

Coordinates training programs and emergency drills to prepare county for quick response to emergencies

Develop cost estimates and makes budget projections

Applies for federal and state grants

Will represent the county in various internal and external tasks forces and committees

Continuous efforts to improve operations, decrease turnaround times, streamline processes, and work cooperatively, and jointly to provide the best outcomes in emergency situations

Prepare and maintain all emergency plan documentation

Coordinate all emergency plan activities

Define roles and responsibilities necessary for all levels of emergency response

Establish and maintain Mutual Assistance Agreements with other utilities

Design and deploy Incident Command System training for appropriate staff

Serve as advisor to the Incident Commander during emergency response situations

Provide curriculum development assistance to System Operations

Serve as liaison to all emergency agencies and the EOC

Serve as the Team lead in AE business continuity planning

Serve as lead and facilitator of AE emergency and business continuity drills as needed to assure preparedness

Must be capable of carrying out recovery activities in the aftermath of disasters

Prepares for, and prepares detailed information for public awareness presentations regarding the assessment, mitigation, response and recovery for Disasters and Critical Incidents

Attends trainings and seminars to improve, respond, and recover from emergencies

Must be willing to travel with overnight stays for meetings, trainings, exercises and/or response to emergency situations

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four (4) years related experience including supervisory experience; Graduation from a four-year degree college or university with major course in public or business administration, or related field; Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of the Incident Command System and emergency response planning

Knowledge of applicable processes, techniques, and methods

Knowledge of Federal, State, Local laws, and ordinances emergency response

Knowledge and understanding of electrical facilities, operations and processes in the Electric Service Delivery

### **Registration, Certification, or Licensure**

Must complete the Certified Emergency Manager (CEM) program



**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

1-1100-429-00-300-023-0

EMERGENCY SERVICES- EM

AI - 25084

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	Interpret. 116	Supplem. 117	Auto A. 118	Clothing 119		
0001	112	<b>DELETE</b> EMERGENCY SERVICES DIRECTOR	0	0	\$0.00	\$76,440.00	\$76,440.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,740.00
0002	113	DEPUTY EMRGNC MNGT COORD II	13	2	\$48,383.00	\$48,383.00	\$49,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,140.00
0003	113	DEPUTY EMRGNC MNGT COORD II	13	1	\$46,747.00	\$46,747.00	\$46,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,747.00
0004	113	DEPUTY EMRGNC MNGT COORD II	13	2	\$48,383.00	\$48,383.00	\$49,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,140.00
0006	113	ADMINISTRATIVE ASSISTANT III	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,235.00
0007	113	<b>CREATE</b> EMERGENCY MANAGEMENT COORDINATOR	0	0	\$0.00	\$72,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>					\$175,328.00	\$247,328.00	\$176,842.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,084.00	\$254,002.00

Approval to delete one (1) full time Emergency Services Director position, slot no. 0001, budgeted salary \$76,440.00 effective 2/4/11.  
Approval to create one (1) new full time Emergency Management Coordinator position, slot no. 0007, budgeted salary \$72,000.00 effective 2/7/11.  
PERSONNEL ACTIONS PENDING CC APPROVAL.