

PLANNING ADMINISTRATOR SALARY ADJUSTMENT
DRAINAGE IMPROVEMENT PROJECT/S – NEW DUTIES

1. Provides engineering services related to drainage improvement projects, including planning, organizing, directing and evaluating design, construction, or maintenance of existing irrigation ditches.
2. Reviews plans and specifications relating storm sewer, ditch and retention/detention pond maintenance, construction and/or their reconstruction to determine manpower requirements, and costs of equipment and personnel needed to construct and/or maintain projects
3. Determines when design changes are necessary for construction design of existing or contemplated projects.
4. Provides professional and technical management for drainage improvement projects, from proposal through implementation and construction.
5. Develops and/or interprets project engineering plans, specifications, cost estimates to determine feasibility, compliance with code requirements, accepted engineering or maintenance standards, and conformance with existing site factors such as soil and groundwater characteristics.
6. Prepares scopes of work for professional services including the design, right of way acquisition, and appraisal services for drainage projects.
7. Manages the acquisition of right of way and permits, to include temporary and permanent easements.
8. Inspects drain construction projects in progress to ensure compliance with plans and specifications. Checks such items as proper grade, placement of pipes, materials used, soil type, joints, and other areas.
9. Researches drain records to obtain information about a drain such as location of easements, drain maintenance work performed, and past problems.
10. Coordinates design work with the Director of Construction, and the drainage construction crew.

COMMISSIONER COURT ADMINISTRATOR

GRADE: 16

GENERAL DESCRIPTION

Performs upper level management coordination functions for Commissioner's Court. Responsible for managing the scheduling, the preparation, and the posting of all Court agendas, workshops, and special meetings. Coordinates all agenda items with department heads, appointed officials, and elected officials. Insures the coordination of legal reviews for all contracts and inter-local agreements with the Office of the County Judge and Legal Counsel. Position is also responsible for the budgetary management of certain legal related accounts

EXAMPLES OF WORK PERFORMED

Coordinates the preparation and the compilation of the weekly Commissioner's Court Agenda

Coordinates the preparation and the compilation of Court workshops and special meetings

Develops and implements policies and procedures for the utilization of the Agenda Quick software program and coordinates with the program vendor as necessary to correct or improve the program

Insures that all agenda items have appropriate documentation/backup

Insures that contracts and/or inter-local agreements are properly completed as they relate to agenda items

Insures that sufficient funds are budgeted for assigned accounts and insures that invoices on these accounts are processed and paid on a timely basis

Coordinates with budget division staff to insure all financial related agenda items are properly funded

Notarize documents as needed or requested

Make copies, fax information, obtain signatures from County Judge on documents and distribute accordingly

Assemble agenda packets, distribute copies via fax/mail boxes and store agenda packets in files

Coordination of weekly Commissioners' Court Agenda and all related information such as agenda request forms, budget amendments, line item transfers, etc

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of experience working in an administrative position in a government entity. Graduation from an accredited college or university in business administration, planning, public administration, or related field is required. Two (2) years of experience may be substituted for each year of the required education.

Knowledge, Skills, and Abilities

Must have liability insurance.

Certification as notary public preferred.

May be required to be bondable.

Registration, Certification, or Licensure

Must have a current valid Texas Motor Vehicle Operator'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:

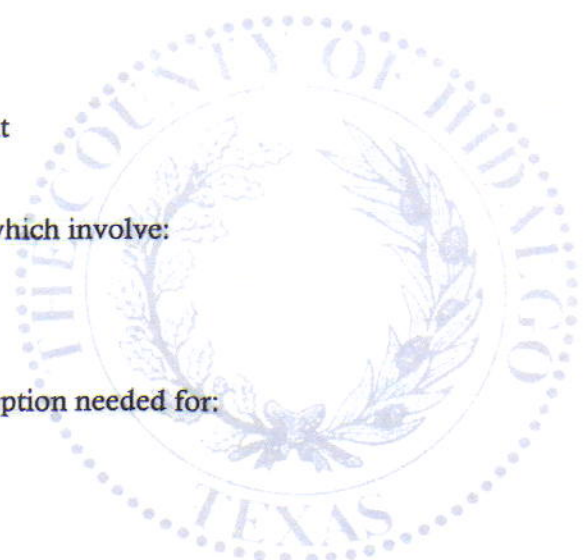
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



old

CHIEF ADMINISTRATOR

GRADE: 18

GENERAL DESCRIPTION

Performs (senior level) strategic and tactical direction and support to the County Commissioner and to Precinct staff in the effective development and attainment of precinct goals and objective. Manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources. Develop and monitor the various precinct budgets including Road and Bridge, Sanitation, Parks, and other applicable Special Budgets. Ensure training, evaluation, and personal development of all Precinct employees. Handle difficult problems or public policy concerns. Manage the development, implementation and oversight of applicable programs and precinct projects. Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws. Develop precinct procedures to create and direct the provision of a comprehensive array of public policies, practices and functional services to the precinct/county, its citizens or the general public. Coordinate precinct or county projects involving multi-jurisdictional activities.

The position of Chief Administrator is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner

Negotiates, persuades, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects

Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to County Commissioner for Commissioners Court proceedings

Represents County Commissioner to various groups and forums as directed

Researches, addresses, and resolves various internal, external and inter-governmental inquiries, problems and complaints

Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required

Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operation

Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers County Commissioner's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of progressively responsible and related work experience is required. Graduation from an accredited university or college is required. Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction. Experience and education maybe substituted.

Knowledge, Skills, and Abilities

Must possess excellent verbal and written communication skills

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the County

Understand the laws of the state of Texas and consistent with the independent beliefs and positions of the County Commissioner

Ability to use computers and communication devices while out in field

Understanding of budgeting and planning

Must possess a valid Texas Motor Vehicle Operator's License and be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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
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- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

New

EXECUTIVE ASSISTANT IV

GRADE: 17

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or county

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

PHYSICAL DEMANDS:

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

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WORK ENVIRONMENT:

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

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

Maintain mental capacity which permits:

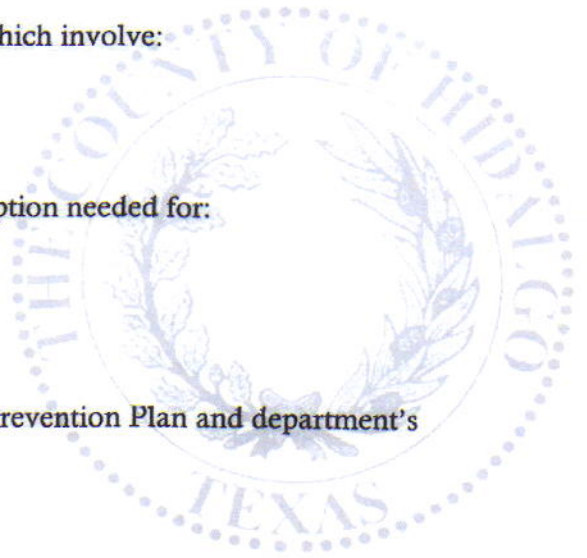
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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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, March 01, 2011

Agenda Item: 25501

Summary of request/proposal:

Road Adm (1200):

Approval to transfer the following positions and employees as follows:

ROAD ADM.

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1200	COMM. COURT ADMINISTRATOR	0002	113	63,010.00	0.00	(63,010.00)
	(LONGEVITY)	0002	115	1,020.00	0.00	(1,020.00)
				64,030.00	0.00	(64,030.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-125-030-0-113	ROAD ADM - REG F/T EMPLOYEES	(\$53,073.81)
1-1200-431-00-125-030-0-115	ROAD ADM - LONGEVITY	(\$859.15)
1-1200-431-00-125-030-0-211	ROAD ADM - HEALTH INSURANCE	(\$3,032.31)
1-1200-431-00-125-030-0-212	ROAD ADM - LIFE INSURANCE	(\$22.74)
1-1200-431-00-125-030-0-220	ROAD ADM - FICA	(\$4,125.88)
1-1200-431-00-125-030-0-230	ROAD ADM - RETIREMENT	(\$5,177.57)
1-1200-431-00-125-030-0-250	ROAD ADM - UNEMPLOYMENT COMP	(\$269.67)
1-1200-431-00-125-030-0-260	ROAD ADM - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	(\$66,561.13)

2012 Budgetary Impact: (\$79,022.33)

Possible Funding Sources: AVAILABLE FUNDS PENDING INTERFUND TRANSFER TO EXECUTIVE OFFICE DEPT.

EXECUTIVE OFFICE

Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1100	COMM. COURT ADMINISTRATOR	0010	113	0.00	63,010.00	63,010.00
	(LONGEVITY)	0010	115	0.00	1,020.00	1,020.00
				0.00	64,030.00	64,030.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-413-00-125-001-0-113	EXECUTIVE OFFICE - REG F/T EMPLOYEES	\$53,073.81
1-1100-413-00-125-001-0-115	EXECUTIVE OFFICE - LONGEVITY	\$859.15
1-1100-413-00-125-001-0-211	EXECUTIVE OFFICE - HEALTH INSURANCE	\$3,032.31
1-1100-413-00-125-001-0-212	EXECUTIVE OFFICE - LIFE INSURANCE	\$22.74
1-1100-413-00-125-001-0-220	EXECUTIVE OFFICE - FICA	\$4,125.88
1-1100-413-00-125-001-0-230	EXECUTIVE OFFICE - RETIREMENT	\$5,177.57
1-1100-413-00-125-001-0-250	EXECUTIVE OFFICE - UNEMPLOYMENT COMP	\$269.67
1-1100-413-00-125-001-0-260	EXECUTIVE OFFICE - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$66,561.13

2012 Budgetary Impact: 79,022.33

Possible Funding Sources: ROAD ADM. DEPT. FUNDS

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, March 01, 2011

Agenda Item: 25501

Summary of request/proposal:

Road Adm (1200):

Approval to transfer the following positions and employees as follows:

ROAD ADM.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	CHIEF ADMINISTRATOR	0004	113	68,687.00	0.00	(68,687.00)
				GRADE 18, STEP 1		GRADE 18, STEP 1
1200	LONGEVITY	0004	115	1,320.00	0.00	(1,320.00)
				70,007.00	0.00	(70,007.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-125-030-0-113	ROAD ADM - REG F/T EMPLOYEES	(\$57,855.59)
1-1200-431-00-125-030-0-115	ROAD ADM - LONGEVITY	(\$1,111.85)
1-1200-431-00-125-030-0-211	ROAD ADM - HEALTH INSURANCE	(\$3,032.31)
1-1200-431-00-125-030-0-212	ROAD ADM - LIFE INSURANCE	(\$22.74)
1-1200-431-00-125-030-0-220	ROAD ADM - FICA	(\$4,511.01)
1-1200-431-00-125-030-0-230	ROAD ADM - RETIREMENT	(\$5,660.88)
1-1200-431-00-125-030-0-250	ROAD ADM - UNEMPLOYMENT COMP	(\$294.84)
1-1200-431-00-125-030-0-260	ROAD ADM - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	(\$72,489.22)

2012 Budgetary Impact: (\$86,060.25)

Possible Funding Sources: AVAILABLE FUNDS PENDING INTERDEPT. TRANSFER TO PCT. 2 P/U RD

PCT. 2 P/U RD

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	EXECUTIVE ASSISTANT III	0081	113	0.00	68,687.00	68,687.00
1200	LONGEVITY	0081	115	0.00	1,320.00	1,320.00
				0.00	70,007.00	70,007.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-122-006-0-113	PCT. 2 P/U RD - REG F/T EMPLOYEES	\$57,855.59
1-1200-431-00-122-006-0-115	PCT. 2 P/U RD - LONGEVITY	\$1,111.85
1-1200-431-00-122-006-0-211	PCT. 2 P/U RD - HEALTH INSURANCE	\$3,032.31
1-1200-431-00-122-006-0-212	PCT. 2 P/U RD - LIFE INSURANCE	\$22.74
1-1200-431-00-122-006-0-220	PCT. 2 P/U RD - FICA	\$4,511.01
1-1200-431-00-122-006-0-230	PCT. 2 P/U RD - RETIREMENT	\$5,660.88
1-1200-431-00-122-006-0-250	PCT. 2 P/U RD - UNEMPLOYMENT COMP	\$294.84
1-1200-431-00-122-006-0-260	PCT. 2 P/U RD - WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$72,489.22

2012 Budgetary Impact: 86,060.25

Possible Funding Sources: ROAD ADM. DEPT. FUNDS

Budget Office Recommendation:

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, March 01, 2011

REVISED ON 03/01/11

Agenda Item: 25501

Summary of request/proposal:

Road Adm (1200):
 Approval to transfer supplemental pay as follows:

ROAD ADM.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	PLANNING ADMINISTRATOR (SUPPLEMENTAL PAY)	0003	117	53,408.00	0.00	(53,408.00)
				53,408.00	0.00	(53,408.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-125-030-0-	117	ROAD ADM - SUPPLEMENTAL PAY	(\$44,985.97)
1-1200-431-00-125-030-0-	211	ROAD ADM - HEALTH INSURANCE	\$0.00
1-1200-431-00-125-030-0-	212	ROAD ADM - LIFE INSURANCE	\$0.00
1-1200-431-00-125-030-0-	220	ROAD ADM - FICA	(\$3,441.43)
1-1200-431-00-125-030-0-	230	ROAD ADM - RETIREMENT	(\$4,318.65)
1-1200-431-00-125-030-0-	250	ROAD ADM - UNEMPLOYMENT COMP	(\$224.93)
1-1200-431-00-125-030-0-	260	ROAD ADM - WORKER'S COMP	\$0.00
2011 Budgetary Impact			(\$52,970.98)

2012 Budgetary Impact: (\$62,887.92)

Possible Funding Sources: AVAILABLE FUNDS PENDING INTERDEPT. TRANSFER TO R&B PLANNING

R&B PLANNING

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	PLANNING ADMINISTRATOR (SUPPLEMENTAL PAY)	0001	117	0.00	53,408.00	53,408.00
				0.00	53,408.00	53,408.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-210-002-0-	117	R&B PLANNING - SUPPLEMENTAL PAY	\$44,985.97
1-1200-431-00-210-002-0-	211	R&B PLANNING - HEALTH INSURANCE	\$0.00
1-1200-431-00-210-002-0-	212	R&B PLANNING - LIFE INSURANCE	\$0.00
1-1200-431-00-210-002-0-	220	R&B PLANNING - FICA	\$3,441.43
1-1200-431-00-210-002-0-	230	R&B PLANNING - RETIREMENT	\$4,318.65
1-1200-431-00-210-002-0-	250	R&B PLANNING - UNEMPLOYMENT COMP	\$224.93
1-1200-431-00-210-002-0-	260	R&B PLANNING - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$52,970.98

2012 Budgetary Impact: 62,887.92

Possible Funding Sources: ROAD ADM. DEPT. FUNDS

Budget Office Recommendation:

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**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

**1-1200-431-00-125-030-0-
ROAD ADM**

AI - 25501

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	Supplern. 117	Auto A. 118	Clothing 119		
0002	113	COMM-COURT-ADMINISTRATOR	16	2	\$62,010.00	\$62,010.00	\$62,010.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,030.00
0003	113	PLANNING-ADMINISTRATOR				\$0.00	\$0.00	\$0.00	\$0.00	\$83,408.00	\$0.00	\$0.00	\$0.00	\$83,408.00
0004	113	CHIEF-ADMIN	18	1	\$131,697.00	\$131,697.00	\$131,697.00	\$2,340.00	\$0.00	\$23,408.00	\$0.00	\$0.00	\$0.00	\$134,037.00
								\$2,340.00	\$0.00	\$23,408.00	\$0.00	\$0.00	\$0.00	\$134,037.00

**Approval to transfer the Comm. Court Administrator and Chief Administrator positions and employees.
Approval to transfer supplemental pay for the above Planning Administrator position.
All personnel actions pending CC approval.**

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-210-002-0

R&B PLANNING

AI - 25501

Revised on 03/01/2011

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	112	PLANNING ADMINISTRATOR			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,408.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Approval to transfer supplemental pay as listed above.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-125-030-0

EXECUTIVE OFFICE

AI - 25501

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	\$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	\$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	\$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	\$17,636.00
0005	113	ENVIRONMENTAL COMPLIANCE COORDINA	0	0	\$0.00	\$76,331.00	\$76,331.00	\$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	\$22,857.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICE	0	0	\$0.00	\$123,534.00	\$123,534.00	\$1,386.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,914.00
0008	113	ENVIRONMENTAL COMPLIANCE MONITOR	0	0	\$0.00	\$60,000.00	\$60,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,300.00
0009	113	ADMINISTRATIVE ASSISTANT IV	10	1	\$37,109.00	\$37,109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		TRANSFER IN POSITION: ↓											
0010	113	COMM. COURT ADMINISTRATOR	16		\$63,010.00	\$63,010.00	\$0.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$311,977.00	\$571,842.00	\$473,124.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$474,804.00

Approval to transfer the above highlighted position and employee.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-122-006-0

PCT. 2 P/U RD

AI - 25501

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	
0001	113	CHIEF ADMIN	\$69,337.00	\$0.00	\$69,337.00	0	\$0.00	\$0.00	\$69,337.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	113	FIELD OPERATIONS DIRECTOR	\$67,158.00	\$0.00	\$67,158.00	0	\$0.00	\$0.00	\$67,158.00	\$67,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,158.00
0003	113	RESEARCH AND DEVELOPMENT DIR	\$49,039.00	\$0.00	\$49,039.00	0	\$0.00	\$0.00	\$49,039.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0004	113	EXECUTIVE ASSISTANT	\$45,585.00	\$0.00	\$45,585.00	0	\$0.00	\$0.00	\$45,585.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0005	113	HR COORDINATOR	\$43,680.00	\$0.00	\$43,680.00	0	\$0.00	\$0.00	\$43,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	SAFETY COORDIN	\$42,710.00	\$0.00	\$42,710.00	0	\$0.00	\$0.00	\$42,710.00	\$42,710.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,370.00
0007	113	ACCOUNTANT	\$41,496.00	\$0.00	\$41,496.00	0	\$0.00	\$0.00	\$41,496.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	SPECIAL PROJECTS/PROGRAMS MAN	\$51,870.00	\$0.00	\$51,870.00	0	\$0.00	\$0.00	\$51,870.00	\$51,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,870.00
0009	113	ASST FIELD/OP DIR	\$39,578.00	\$0.00	\$39,578.00	0	\$0.00	\$0.00	\$39,578.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0010	113	HEAVY EQ OP III	\$35,548.00	\$0.00	\$35,548.00	0	\$0.00	\$0.00	\$35,548.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	HEAVY EQ OP III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$0.00	\$34,670.00	\$30,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,208.00
0012	113	HEAVY EQ OP III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$0.00	\$34,670.00	\$34,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,870.00
0013	113	HEAVY EQ OP III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$0.00	\$34,670.00	\$34,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,870.00
0014	113	MECHANIC III	\$34,743.00	\$0.00	\$34,743.00	0	\$0.00	\$0.00	\$34,743.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0016	113	HEAVY EQUIPMENT OPERATOR II	\$30,384.00	\$0.00	\$30,384.00	0	\$0.00	\$0.00	\$30,384.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0017	113	MECHANIC II	\$30,195.00	\$0.00	\$30,195.00	0	\$0.00	\$0.00	\$30,195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0018	113	ADMIN ASST II	\$39,900.00	\$0.00	\$39,900.00	0	\$0.00	\$0.00	\$39,900.00	\$39,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,900.00
0019	113	FOREMAN	\$37,800.00	\$0.00	\$37,800.00	0	\$0.00	\$0.00	\$37,800.00	\$37,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,800.00
0020	113	CLERK/RECEPTIONIST	\$28,894.00	\$0.00	\$28,894.00	0	\$0.00	\$0.00	\$28,894.00	\$28,894.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,894.00
0021	113	OFFICE CLERK	\$28,894.00	\$0.00	\$28,894.00	0	\$0.00	\$0.00	\$28,894.00	\$28,894.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,894.00
0022	113	TRUCK DRIVER III	\$28,813.00	\$0.00	\$28,813.00	0	\$0.00	\$0.00	\$28,813.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0023	113	TRCK DRIVER III	\$28,535.00	\$0.00	\$28,535.00	0	\$0.00	\$0.00	\$28,535.00	\$28,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,535.00
0024	113	TRCK DRIVER III	\$28,535.00	\$0.00	\$28,535.00	0	\$0.00	\$0.00	\$28,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0025	113	HEAVY EQUIPMENT OPERATOR II	\$28,356.00	\$0.00	\$28,356.00	0	\$0.00	\$0.00	\$28,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0026	113	TRCK DRIVER I	\$27,572.00	\$0.00	\$27,572.00	0	\$0.00	\$0.00	\$27,572.00	\$25,647.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,647.00
0027	113	TRCK DRIVER II	\$27,136.00	\$0.00	\$27,136.00	0	\$0.00	\$0.00	\$27,136.00	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
0028	113	TRCK DRIVER II	\$27,016.00	\$0.00	\$27,016.00	0	\$0.00	\$0.00	\$27,016.00	\$27,016.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,096.00
0029	113	TRCK DRIVER II	\$27,016.00	\$0.00	\$27,016.00	0	\$0.00	\$0.00	\$27,016.00	\$27,016.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,016.00
0030	113	TRF SA/SPC III	\$26,991.00	\$0.00	\$26,991.00	0	\$0.00	\$0.00	\$26,991.00	\$26,991.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,331.00

HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE

1-1200-431-00-122-006-0

PCT. 2 P/URD

AI - 25501

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	Interpac. 116	Supplem. 117	Auto A. 118	
0073	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$22,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0074	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$22,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0075	113	SURVEYOR TECHNICIAN	\$36,750.00	\$0.00	\$36,750.00	0	\$0.00	\$36,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0076	113	SURVEYOR TECHNICIAN	\$36,750.00	\$0.00	\$36,750.00	0	\$0.00	\$36,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0077	113	HEAVY EQUIPMENT OPERATOR III	\$34,670.00	\$0.00	\$34,670.00	0	\$0.00	\$34,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0078	113	ENGINEERING TECHNICIAN II	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0080	113	DATA ENTRY CLERK II	\$29,233.00	\$0.00	\$29,233.00	0	\$0.00	\$29,233.00	\$25,443.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,443.00
		TRANSFER IN POSITION ↓												
0081	113	EXECUTIVE ASSISTANT IV	\$0.00	\$68,687.00	\$68,687.00	\$0.00	\$0.00	\$68,687.00	\$0.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$1,782,860.00	\$0.00	\$1,782,860.00	\$0.00	\$0.00	\$1,782,860.00	\$894,107.00	\$12,888.00	\$0.00	\$0.00	\$0.00	\$905,947.00

Approval to transfer the above highlighted position and employee.

DATE: February 24, 2011

DEPARTMENT HEAD: Raul Silguero

2011
Transfer



DEPARTMENT NAME: Department of Budget & Management for Executive Office

ACCOUNT NUMBER: 1-1X00-4XX-00-125-0XX-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		
1-1200-431-00-125-030-0- 113	ROAD ADM - REG F/T EMPLOYEES	(53,073.81)
1-1200-431-00-125-030-0- 115	ROAD ADM - LONGEVITY	(859.15)
1-1200-431-00-125-030-0- 211	ROAD ADM - HEALTH INSURANCE	(3,032.31)
1-1200-431-00-125-030-0- 212	ROAD ADM - LIFE INSURANCE	(22.74)
1-1200-431-00-125-030-0- 220	ROAD ADM - FICA	(4,125.88)
1-1200-431-00-125-030-0- 230	ROAD ADM - RETIREMENT	(5,177.57)
1-1200-431-00-125-030-0- 250	ROAD ADM - UNEMPLOYMENT COMP	(269.67)
1-1200-391-01-000-100-0- 000	TRANSFER IN - GENERAL FUND	(66,561.13)
TO		
1-1100-491-01-000-200-0- 891	TRANSFER OUT - R&B CO. WIDE	(66,561.13)
1-1100-413-00-125-001-0- 113	EXECUTIVE OFFICE - REG F/T EMPLOYEES	53,073.81
1-1100-413-00-125-001-0- 115	EXECUTIVE OFFICE - LONGEVITY	859.15
1-1100-413-00-125-001-0- 211	EXECUTIVE OFFICE - HEALTH INSURANCE	3,032.31
1-1100-413-00-125-001-0- 212	EXECUTIVE OFFICE - LIFE INSURANCE	22.74
1-1100-413-00-125-001-0- 220	EXECUTIVE OFFICE - FICA	4,125.88
1-1100-413-00-125-001-0- 230	EXECUTIVE OFFICE - RETIREMENT	5,177.57
1-1100-413-00-125-001-0- 250	EXECUTIVE OFFICE - UNEMPLOYMENT COMP	269.67
TOTAL BUDGET INCREASE (DECREASE)		(66,561.13)

REASON: Interfund transfer to fund salary and fringe benefit expenditures related to the transfer of the employee and the Commissioners' Court Administrator position from Road Adm to Executive Office.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

DATE: February 24, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 2 P/U RD

ACCOUNT NUMBER: 1-1200-431-00-12X-0XX-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1200-431-00-125-030-0-	113	ROAD ADM -	REG F/T EMPLOYEES	(57,855.59)
1-1200-431-00-125-030-0-	115	ROAD ADM -	LONGEVITY	(1,111.85)
1-1200-431-00-125-030-0-	211	ROAD ADM -	HEALTH INSURANCE	(3,032.31)
1-1200-431-00-125-030-0-	212	ROAD ADM -	LIFE INSURANCE	(22.74)
1-1200-431-00-125-030-0-	220	ROAD ADM -	FICA	(4,511.01)
1-1200-431-00-125-030-0-	230	ROAD ADM -	RETIREMENT	(5,660.88)
1-1200-431-00-125-030-0-	250	ROAD ADM -	UNEMPLOYMENT COMP	(294.84)
TO				
1-1200-431-00-122-006-0-	113	PCT. 2 P/U RD -	REG F/T EMPLOYEES	57,855.59
1-1200-431-00-122-006-0-	115	PCT. 2 P/U RD -	LONGEVITY	1,111.85
1-1200-431-00-122-006-0-	211	PCT. 2 P/U RD -	HEALTH INSURANCE	3,032.31
1-1200-431-00-122-006-0-	212	PCT. 2 P/U RD -	LIFE INSURANCE	22.74
1-1200-431-00-122-006-0-	220	PCT. 2 P/U RD -	FICA	4,511.01
1-1200-431-00-122-006-0-	230	PCT. 2 P/U RD -	RETIREMENT	5,660.88
1-1200-431-00-122-006-0-	250	PCT. 2 P/U RD -	UNEMPLOYMENT COMP	294.84
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures related to the transfer of position and employee from Road Adm to Pct. 2 R&B.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: February 28, 2011

DEPARTMENT HEAD: Raul Silguero, Jr.

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for R&B Planning

REVISED ON 03/01/2011

ACCOUNT NUMBER: 1-1200-431-00-XXX-0XX-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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				
1-1200-431-00-125-030-0-	117	ROAD ADM -	SUPPLEMENTAL PAY	(44,985.97)
1-1200-431-00-125-030-0-	220	ROAD ADM -	FICA	(3,441.43)
1-1200-431-00-125-030-0-	230	ROAD ADM -	RETIREMENT	(4,318.65)
1-1200-431-00-125-030-0-	250	ROAD ADM -	UNEMPLOYMENT COMP	(224.93)
TO				
1-1200-431-00-210-002-0-	117	R&B PLANNING -	SUPPLEMENTAL PAY	44,985.97
1-1200-431-00-210-002-0-	220	R&B PLANNING -	FICA	3,441.43
1-1200-431-00-210-002-0-	230	R&B PLANNING -	RETIREMENT	4,318.65
1-1200-431-00-210-002-0-	250	R&B PLANNING -	UNEMPLOYMENT COMP	224.93
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental transfer to fund supplemental pay and fringe benefit expenditures related to the transfer of the supplemental pay allowance for the Planning Administrator from Rd Adm. to ^{R&B} Planning Dept.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

_____/_____/_____
DATE

ATTEST, COUNTY CLERK