

Old

HUMAN RESOURCES SPECIALIST

GRADE: 06

GENERAL DESCRIPTION

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the administrative processing of newly hired and terminating employees

Coordinates the administration and scoring of employment tests

Reviews, processes, and recommends human resources actions, ensuring conformity with agency, state, and federal regulations

Studies staffing needs and problems, recommending action as appropriate

Interviews applicants, evaluates their qualifications, and refers those qualified to the proper hiring authorities

Assists in the planning, development, and implementation of human resources policies and procedures

May analyze organizational methods, evaluate jobs, and prepare and revise job descriptions

May prepare and conduct new employee orientation

May counsel employees on medical insurance or workers' compensation matters and process the related paperwork

May process employee grievances and their resolution

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) Year 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. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of human resources management

Skill in conducting interviews

Ability to evaluate applicant qualifications, to analyze job requirements, to prepare and revise job descriptions, to explain policies and procedures to staff and the public, 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:

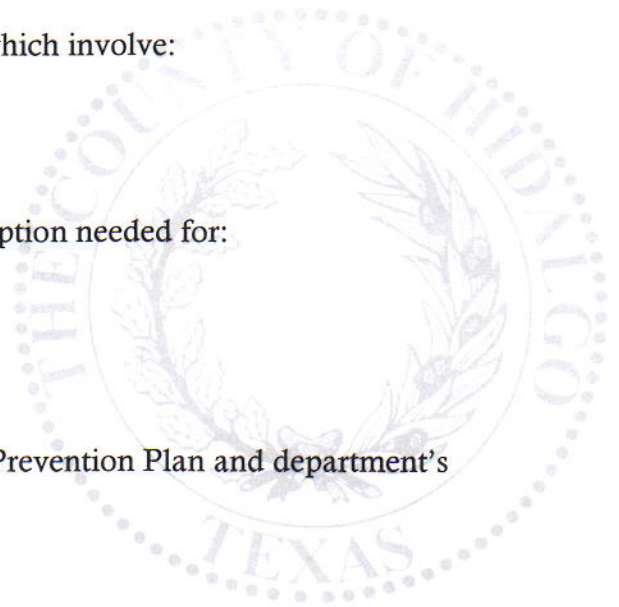
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



New

HUMAN RESOURCES COORDINATOR II

GRADE: 11

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Administers and scores employment tests

Recruits, screens, and interviews applicants; evaluates their qualifications; and refers qualified applicants to the proper hiring authorities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares human resources correspondence and reports

Prepares training outlines and guides for orientation and training programs

Conducts classification compliance audits, reviews position questionnaires, interviews employees, and prepares reports of findings, making recommendations as appropriate

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

Assists in training and counseling agency staff on issues, rules, and regulations related to human resources management

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

Assists in preparing new or revised job descriptions

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

May assist in processing and investigating employee grievances and prepare recommendations for resolution

Assists employees, retirees, and their family members with benefit-related matters including researching and resolving claims or service issues, facilitating employee appeals, and handling special requests

Supervises the activities surrounding the County's retirement (TCDRS) and deferred compensation program including conducting annual retirement seminars and participating in various educational/training events regarding the TCDRS benefit and deferred compensation program

Assists current and former employees with retirement benefits; Explains options and counsels employees on pay out provisions; Processes new enrollments, changes, retirements, withdrawal applications, and pay off requests

Coordinates the County's EAP program including counseling employees needing assistance with personal and work-related problems on EAP services, assisting supervisors with management referrals, and scheduling EAP programs and services County-wide and for specific departments

Participates in new employee orientation sessions and presents information explaining the County's benefit programs through PEBC, the EAP, TCDRS, and the 457 retirement savings plan (deferred compensation)

Develops and disseminates correspondence related to benefits including the PEBC programs, the EAP, and the retirement and deferred compensation plans. Prepares court communications; enrollment correspondence; and letters and memos to vendors, providers, departments, employees, and retirees

Provides counseling, policy interpretation, and grievance resolution for the Hidalgo County Civil Service Commission and the Sheriff's Department Civil Service Commission

Routinely counsels department heads, managers, supervisors, and employees seeking information regarding disciplinary actions and employment issues

Coordinates Civil Service meetings including contacting Commission members; preparing files; and communicating with the appellant, appellant representatives and assistant district attorneys who represent the Appointing Authority

Establishes the Civil Service Commission meeting agendas

Follows-up with the Commissioners Court regarding action taken by the Civil Service Commissions

Consults with elected officials and department heads to determine need for volunteers

Develops volunteer opportunities; Speaks to community groups and assists departments in the development of volunteer job descriptions; Formulates policies and procedures for in-service training, work hours, and types of services to be performed by volunteers

Screens, interviews, and refers volunteer applicants to the appropriate departments

Resolves personnel problems involving volunteers

Provides orientation for volunteers prior to their assignment and arranges for required training and supervision. Arranges appropriate recognition of volunteers for their service

Communicates in writing with departments regarding the compensation plan, policy changes, and updates in addition to other issues

Coordinates the job/position evaluation process

Maintains the compensation plan

Formulates, implements, and maintains organizational training programs

Conducts needs assessment to determine the type and amount of training needed by each department in the County

Designs training programs to be conducted within the County; Arranges for outside training

Conducts internal audits to measure the effectiveness of the Equal Employment Opportunity Plan and identify problem areas

Presents EEO training to managers and employees to ensure their understanding of the employees' protected rights, prevention of harassment and discrimination, and other related topics

Prepares and distributes marketing materials to educate employees on opportunities offered by Hidalgo County to participate in healthy lifestyle and fitness activities. This includes writing program announcements, letters, flyers, brochures, policies, newsletter articles, etc

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) year 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, to explain policies and procedures to staff and the public, and to train others

PHYSICAL DEMANDS:

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- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

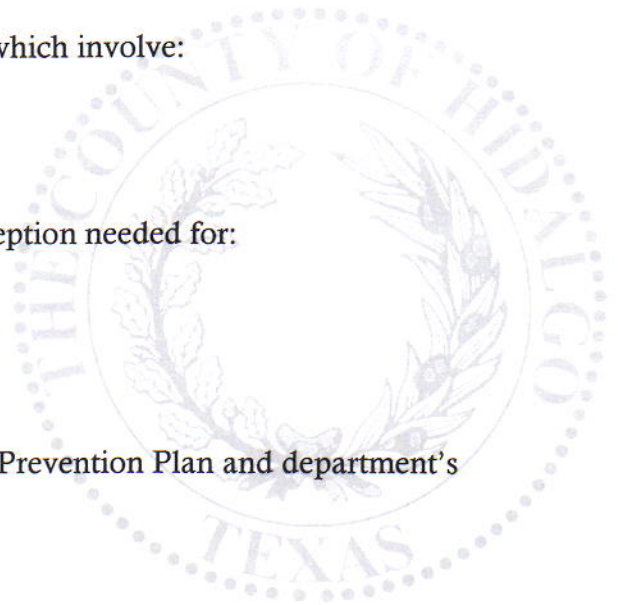
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-123-005-0

AI - 25850

PCT. 3 P / U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% 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
0001	113	CHIEF ADMIN	\$84,357.00	\$0.00	\$84,357.00	0	\$0.00	\$84,357.00	\$84,357.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,777.00
0002	113	COORDINATOR	\$80,982.00	\$0.00	\$80,982.00	0	\$0.00	\$80,982.00	\$80,982.00	\$1,324.79	\$0.00	\$0.00	\$0.00	\$0.00	\$82,306.79
0003	113	EXECUTIVE ASST	\$62,986.00	\$0.00	\$62,986.00	0	\$0.00	\$62,986.00	\$62,986.00	\$612.95	\$0.00	\$0.00	\$0.00	\$0.00	\$63,598.95
0004	113	FIELD OPERATIONS DIRECTOR	\$60,737.00	\$0.00	\$60,737.00	0	\$0.00	\$60,737.00	\$60,737.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,697.00
0005	113	ASST FIELD/OP DIR	\$54,600.00	\$0.00	\$54,600.00	0	\$0.00	\$54,600.00	\$54,600.00	\$485.87	\$0.00	\$0.00	\$0.00	\$0.00	\$55,085.87
0006	113	ASST FIELD/OP DIR	\$51,739.00	\$0.00	\$51,739.00	0	\$0.00	\$51,739.00	\$51,739.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,739.00
0007	113	ADMIN AIDE	\$45,443.00	\$0.00	\$45,443.00	0	\$0.00	\$45,443.00	\$45,443.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,863.00
0008	113	PAVING SUPERVISOR	\$43,363.00	\$0.00	\$43,363.00	0	\$0.00	\$43,363.00	\$43,363.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,903.00
0009	113	COMM LIAISON	\$41,081.00	\$0.00	\$41,081.00	0	\$0.00	\$41,081.00	\$41,081.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,081.00
0010	113	MECHANIC III	\$42,000.00	\$0.00	\$42,000.00	0	\$0.00	\$42,000.00	\$42,000.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,660.00
0011	113	MAINTENANCE III	\$37,800.00	\$0.00	\$37,800.00	0	\$0.00	\$37,800.00	\$37,800.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,340.00
		DELETE THE FOLLOWING: ↓													
0012	113	HUMAN RESOURCES SPECIALIST	\$24,234.00	\$0.00	\$24,234.00	0	\$0.00	\$24,234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0013	113	HEAVY EQ OP III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0014	113	HEAVY EQ OP III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,500.00
0015	113	HEAVY EQ OP III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,860.00
0016	113	HEAVY EQ OP II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,380.00
0017	113	HEAVY EQ OP II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,020.00
0018	113	HEAVY EQ OP II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0019	113	HEAVY EQ OP II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,560.00
0020	113	HEAVY EQ OP II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,200.00
0022	113	HEAVY EQ OP III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$33,600.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0023	113	TRCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0024	113	SUPERVISOR	\$35,700.00	\$0.00	\$35,700.00	0	\$0.00	\$35,700.00	\$35,700.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,240.00
0025	113	HEAVY EQ OP III	\$29,852.00	\$0.00	\$29,852.00	0	\$0.00	\$29,852.00	\$29,852.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,632.00
0026	113	TRCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,720.00
0027	113	TRCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,420.00
0029	113	OFFICE CLERK	\$29,040.00	\$0.00	\$29,040.00	0	\$0.00	\$29,040.00	\$29,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,040.00
0030	113	MECHANIC II	\$28,796.00	\$0.00	\$28,796.00	0	\$0.00	\$28,796.00	\$28,796.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,796.00
0031	113	INVOICE CLERK	\$28,484.00	\$0.00	\$28,484.00	0	\$0.00	\$28,484.00	\$28,484.00	\$311.03	\$0.00	\$0.00	\$0.00	\$0.00	\$28,815.03
0032	113	TRCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,360.00
0033	113	TRCK DRIVER III	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,300.00
0034	113	TRCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$32,000.00	\$32,000.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,660.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-123-005-0

AI - 25850

PCT. 3 P/U RD

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY / Inc.	% 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
0074	113	HEAVY EQ OP III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,720.00
0075	113	HEAVY EQ OP III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0076	113	TRCK DRIVER III	\$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
		CREATE THE FOLLOWING:														
		↓ HUMAN RESOURCES COORDINATOR II														
0077	113	HUMAN RESOURCES COORDINATOR II	\$0.00	\$42,000.00	\$42,000.00		\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$2,377,022.00	\$42,000.00	\$2,419,022.00		\$0.00	\$0.00	\$2,419,022.00	\$2,276,788.00	\$24,854.64	\$0.00	\$0.00	\$0.00	\$25,854.64	\$2,301,682.64

1. Approval to create one (1) regular full-time Human Resources Coordinator II position, budgeted salary \$42,000.00.
 2. Approval to delete one (1) regular full-time Human Resources Specialist position, budgeted salary \$34,234.00.
- Personnel actions pending CC approval.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-123-019-0

AI - 25850

PCT. 3 BCAP

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		Clothing 119
0001	113	ASST FIELD/OP DIR	\$6,083.00	\$0.00	\$6,083.00	0	\$0.00	\$0.00	\$6,083.00	\$6,083.00	\$54.13	\$0.00	\$0.00	\$0.00	\$0.00	\$6,137.13
0002	113	EXECUTIVE ASST	\$4,835.00	\$0.00	\$4,835.00	0	\$0.00	\$0.00	\$4,835.00	\$4,835.00	\$47.05	\$0.00	\$0.00	\$0.00	\$0.00	\$4,882.05
0003	113	COORDINATOR	\$3,375.00	\$0.00	\$3,375.00	0	\$0.00	\$0.00	\$3,375.00	\$3,375.00	\$55.21	\$0.00	\$0.00	\$0.00	\$0.00	\$3,430.21
		DELETE THE FOLLOWING: ↓														
0004	113	HUMAN RESOURCES SPECIALIST	\$3,167.00	\$0.00	\$3,167.00	0	\$0.00	\$0.00	\$3,167.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0005	113	INVOICE CLERK	\$2,493.00	\$0.00	\$2,493.00	0	\$0.00	\$0.00	\$2,493.00	\$2,493.00	\$28.97	\$0.00	\$0.00	\$0.00	\$0.00	\$2,521.97
			\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,820.00	\$0.00

Approval to delete cost allocation for one (1) regular full-time Human Resources Specialist position, budgeted salary \$3,167.00.
Personnel action pending CC approval.

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: Monday, March 21, 2011

Agenda Item: 25850

Summary of request/proposal:

Pct. 3 (1200)

1. Approval to delete one (1) regular full-time Human Resources Specialist position, budgeted salary \$34,234.00.
2. Approval to delete cost allocation for one (1) regular full-time Human Resources Specialist position, budgeted salary \$3,167.00.
3. Approval to create one (1) regular full-time Human Resources Coordinator II position, budgeted salary \$42,000.00.

				Current Budgeted		
Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1200	Human Resources Specialist	0012	113	34,234.00	0.00	(34,234.00)
1200	Human Resources Coordinator II	0077	113	0.00	42,000.00	42,000.00
						0.00
						0.00
				34,234.00	42,000.00	7,766.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-123-005-0-	113	Pct. 3 P/U Rd - REG F/T EMPLOYEES	\$6,123.19
1-1200-431-00-123-005-0-	211	Pct. 3 P/U Rd - HEALTH INSURANCE	\$240.48
1-1200-431-00-123-005-0-	212	Pct. 3 P/U Rd - LIFE INSURANCE	\$1.58
1-1200-431-00-123-005-0-	220	Pct. 3 P/U Rd - FICA	\$468.42
1-1200-431-00-123-005-0-	230	Pct. 3 P/U Rd - RETIREMENT	\$587.83
1-1200-431-00-123-005-0-	250	Pct. 3 P/U Rd - UNEMPLOYMENT COMP	\$30.62
1-1200-431-00-123-005-0-	260	Pct. 3 P/U Rd - WORKER'S COMP	\$0.00
		2011 Budgetary Impact	\$7,452.12

2012 Budgetary Impact: \$9,451.47

Possible Funding Sources: R&B FUNDS
(Pending approval of intradepartmental Transfer)

Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1200	Human Resources Specialist	0004	113	3,167.00	0.00	(3,167.00)
				3,167.00	0.00	(3,167.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-123-019-0-	113	Pct. 3 BCAP - REG F/T EMPLOYEES	(\$2,497.06)
1-1200-431-00-123-019-0-	211	Pct. 3 BCAP - HEALTH INSURANCE	(\$240.48)
1-1200-431-00-123-019-0-	212	Pct. 3 BCAP - LIFE INSURANCE	(\$1.58)
1-1200-431-00-123-019-0-	220	Pct. 3 BCAP - FICA	(\$191.02)
1-1200-431-00-123-019-0-	230	Pct. 3 BCAP - RETIREMENT	(\$239.72)
1-1200-431-00-123-019-0-	250	Pct. 3 BCAP - UNEMPLOYMENT COMP	(\$12.49)
1-1200-431-00-123-019-0-	260	Pct. 3 BCAP - WORKER'S COMP	\$0.00
		2011 Budgetary Impact	(\$3,182.35)

2012 Budgetary Impact: (3,422.15)

Possible Funding Sources: NO BUDGETARY IMPACT.

Budget Office Recommendation:

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