

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




- 1) Responsible for managing the County's CJIS Go-Live implementation
- 2) Map out CJIS project objectives, timelines and properly allocate justice user resources and monetary projection
- 3) Improve business processes for various justice departments as to eliminate waste while increasing productivity,
- 4) Must be very familiar and ready to design and implement both external and intranet web sites making CJIS records available via the County's Website
- 5) Conduct analysis, surveys, questionnaires, focus groups, and meetings with all justice departments, agencies, and stakeholders.

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	3/30/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/31/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	3/31/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: I.T. Department (200-001)

DATE: March 30, 2011

CURRENT POSITION TITLE:

CURRENT SLOT. #: 0031

REQUESTED POSITION TITLE: Technical Specialist I
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount:	\$ <u>0.00</u>	\$ <u>\$37,109.00</u>	\$ <u>\$37,109.00</u>
	Current Grade & Step Salary	Proposed Grade & Step Salary	Net Change
		(Grade 10)	(Grade 10)

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other _____

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.)
CIVIL SERVICE:		FLSA:		
Exempt <input type="checkbox"/>	<input type="checkbox"/>	Exempt <input type="checkbox"/>		
Non-Exempt <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>		
N/A <input type="checkbox"/>	<input type="checkbox"/>			

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

The IT Department's function is to service the County's day-to-day technology needs, which have increased by four new departments and an additional 28 new buildings. As such, the number of service calls into the IT Department has been steadily increasing over the last two years. Without the adequate number of staff members to respond to the demand for services, we have had no choice but to revert to accruing and expending an inordinate amount of compensatory time to meet the technology needs of our growing County.

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1) Manage individual IT related projects 2) Assist department management staff in the administration of current projects and any in other work that may arise 3) Develop documentation for departmental projects including but not limited to department plans, departmental newsletter, department web content, training documentation, user manuals, technical scripts, and any other documentation produced by dept 4) Man the department Help-Desk when necessary

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