



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: BUDGET & MANAGEMENT

DATE: 5/6/11

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 001

CURRENT SLOT #: 002

NO. OF POSITIONS: 1

### DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

#### CURRENT

DIRECTOR BDGT MNGT DIVISION

\$68,687.00

Classification/Position Title

Pay Grade/Salary

#### REQUESTED GRADE/ TITLE:

ASSISTANT BUDGET OFFICER

\$77,000.00

Classification/Position Title

Pay Grade/Salary

#### COMMITTEE RECOMMENDATION

ASSISTANT BUDGET OFFICER

\$77,000.00

Classification/Position Title

Pay Grade/Salary

#### COMMENTS:

*AFFECTED NO. OF POSITIONS- 1*

#### SIGNATURES

*Abosed*

Human Resources Representative

Date

*Norma G. Garcia*

County Treasurer Representative

*05/06/11*

Date

*Rene Delgado*

Budget & Management Representative

*5/6/2011*

Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: BUDGET & MANAGEMENT (115-001)

DATE: 05/06/2011

CURRENT POSITION TITLE: DIRECTOR BDGT MNGT DIVISION

CURRENT SLOT. #: 0002

REQUESTED POSITION TITLE: ASSISTANT BUDGET OFFICER

### REQUEST FOR:

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

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

### POSITION SALARY REQUEST:

Salary Amount:    \$ 68,687.00    \$ 77,000.00    \$ 8,313.00  
Current Budgeted Salary    Proposed Budgeted Salary    Net Change

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        Exempt      
Non-Exempt        Non-Exempt      
N/A   

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

*Restructuring to the Department of Budget and Management due to the appointment of a new Budget Officer.*

**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)

The Assistant Budget Officer performs supervisory and specialized administrative work overseeing operational aspects of the County's budgetary system. This position performs complex professional level tasks related to budgeting and budget control and assists with the design and maintenance of the budgeting program.

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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|----|--|-------------------------|-----------------------------------|---|
| 1. | <u>Rene Delving</u><br>DEPARTMENT HEAD                   | <u>5/6/2011</u><br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 2. | <u>Rene Delving</u><br>HUMAN RESOURCES DIRECTOR          | <u>5/6/2011</u><br>DATE | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES <input type="checkbox"/> NO            |
| 3. | <u>Rene Delving</u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u>5/6/2011</u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                             | DATE                    |                                   |   |

**DIRECTOR, BUDGET MANAGEMENT DIVISION****GRADE: 18****GENERAL DESCRIPTION**

Under the direction of the Budget Officer, Department of Budget and Management, this position supervises the development, implementation and maintenance functions of the county's operating budget, including assigned staff. Work involves planning and coordinating the six-month budget development cycle beginning with departmental requests and ending with budget and tax rate adoption action in September. This position supervises the monitoring and operations of the adopted budget including appropriations, transfers, and other changes submitted through the Commissioner's Court Agenda Process. Work involves coordinating complex budgetary and management issues with county departments and county officials. Maintains and updates the county's adopted salary schedule.

**EXAMPLES OF WORK PERFORMED**

Prepares county budget and other management planning forms and instructions

Develops proposed budget policies or procedures

Supervises the preparation of the county's annual operating budget

Provides training or assistance to county departments on budgetary policies and procedures

Examines and monitors departmental budgets and recommends adjustments as appropriate

Examines and monitors grant budgets to insure compliance with grant requirements

Coordinates budget adjustments, procedures and /or reporting with other units or departments

Supervises the development and implementation of systems to maintain the county's salary schedule

Supervises the development of statistical formulas or models to use in budget forecasting and planning

**GENERAL QUALIFICATION GUIDELINES****Experience and Education**

Four (4) years of full-time experience in accounting, auditing, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution,

budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization. Graduation from an accredited college or university in Business Administration or related. Master's Degree in Business Preferred. Two years of the required work experience may be substituted for each year of the required education with a maximum substitution of three years.

**Knowledge, Skills, and Abilities**

Knowledge of governmental accounting and budgetary procedures

Knowledge of the principles of organization and management

Knowledge of the capabilities and products of electronic data processing

Ability to analyze fiscal management information and determine need for and best use of funds

Ability to develop and implement budgetary policies and procedures

Ability to analyze budgetary problems and develop and present alternative solutions

Ability to plan work of staff compiling fiscal data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

**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:

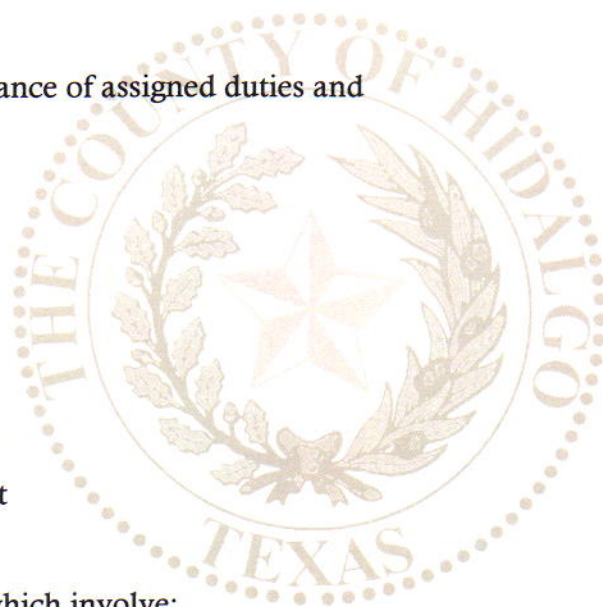
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

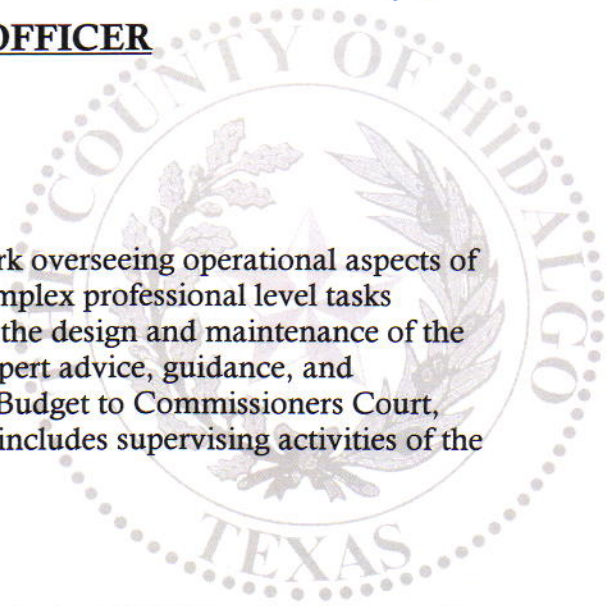
Maintain effective audio-visual discrimination and perception needed for:

- 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

## ASSISTANT BUDGET OFFICER



### **GENERAL DESCRIPTION**

Performs supervisory and specialized administrative work overseeing operational aspects of the county budgetary system. This position performs complex professional level tasks related to budgeting and budget control and assists with the design and maintenance of the budgeting program. This position assists in providing expert advice, guidance, and recommendations on all aspects of the Hidalgo County Budget to Commissioners Court, department heads, elected officials and staff. Work also includes supervising activities of the Budget Office Staff.

### **ESSENTIAL DUTIES**

Receives and analyzes annual budget requests from county departments; assists in preparing initial budget proposal for submission to Commissioners Court; amends budget as directed by Commissioners Court, assists department heads in adjusting fiscal planning accordingly.

Attends budget hearings prior to budget adoption to receive and respond to inquiries, as appropriate; assists with preparing legal notices for budget and tax rate requirements in accordance with state and local procedures.

Supervises payroll budget proposals, procedures, and payroll expenditures during budget year.

Monitors County departments' expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews availability of funds for requested purchases, and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports detailing impact on budget and recommendations.

Attends meetings of Commissioners Court in absence of Budget Officer, providing advice and guidance on budget-related issues as requested or otherwise deemed necessary; responds to inquiries from media representatives based on thorough knowledge of budget and budget preparations.

Assists and advises department heads on general fiscal and budgetary matters throughout year, as requested.

Assists with directing the work activities of assigned staff to include the compilation, review, examination, and interpretation of financial data; the recommendations for the future; and the implementation of new ideas and financial strategies also ensuring adherence to established policies and procedures.

Utilizes expertise in financial and budgetary areas to conduct analytical studies of various topics pertaining to County revenues and expenditures, in accordance with outlined goals and objectives; prepares and presents oral or written reports on findings and recommendations for improvements, as appropriate.

Reviews and analyzes assigned departmental grant applications, grant awards, and law enforcement contracts to ascertain the impact to the budget prior to submitting requests to Commissioners Court.

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by County management; approves employee time sheets, and grants compensatory, sick or vacation leave.

Performs other related duties as required.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Five (5) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work; Graduation from an accredited four-year college or university with major course work in accounting, finance, business or public administration, or a related field is required.

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

Requires the ability to read a variety correspondence, budget summaries, audits, budget work sheets, financial statements, journals, purchase orders and related departmental records and reports.

Requires the ability to prepare financial statements, budget ordinances, budgets, revenue and expense reports, and various related financial reports and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra and statistical inference.

Requires thorough knowledge of public finance administration and the budget process.

Requires thorough knowledge of federal, state and local laws and policies concerning County budget and fiscal operations.

Requires considerable knowledge of accounting concepts, principles and practices as applied to local government.

Requires considerable knowledge of the operations of County government including taxation and other sources of revenue.

Requires skill in statistical analysis. Is able to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Requires the ability to analyze and interpret fiscal and accounting records and complete financial statements and reports from such records.

Requires the ability to manage or administer grant funds.

Requires the use computers for word processing and/or accounting purposes.

Requires the ability to make recommendations that impact the budget.

Requires the ability to determine allocation of budget among departments.

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

Requires the ability to use computers for data entry.

### **Certificates, Licenses, Registrations**

Employee must have a current valid Texas Motor Vehicle Operator's License;  
Must be able to be insured by the County's Insurance carrier;

Must have liability insurance.

### **PHYSICAL DEMANDS:**

Must be physically able to operate a variety of automated office machines. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the ability to lift more than 20 pounds. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must have minimal levels of eye, hand, and foot coordination. Position requires the ability to see, hear, and speak. Color and depth perception are required for this position.

### **WORK ENVIRONMENT:**

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

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### **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