



HIDALGO COUNTY

Personnel Adjustment Request Form

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

DATE: 05/06/11

CURRENT POSITION TITLE: BUDGET OFFICER

CURRENT SLOT. #: 001

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other SET SALARY

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

POSITION SALARY REQUEST:

Salary Amount: \$ 91,728.00 \$ 81,000.00 \$ (10,728.00)
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 PERSONNEL ACTION WILL RESULT IN COST SAVINGS

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114

Enter hourly rate for temp. positions

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
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)

Salary adjusted to be in line as part of the restructuring of the department of Budget and management.

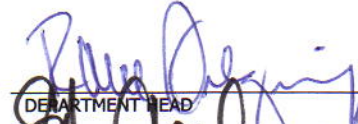

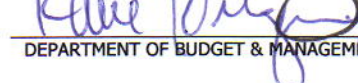
NEW POSITION: Brief job description and attach a copy of the new job description.

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	5/6/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	5/9/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/6/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

BUDGET OFFICER

Set Salary Appointment

GENERAL DESCRIPTION

Oversees and manages the operations, maintenance, and oversight of the Hidalgo County budgetary process including administration of the County's long-range Capital Improvement Program. This position directs, plans, organizes, analyzes, and prepares a comprehensive review and recommendation for all departmental budget requests and administers professional budgeting activities in compliance with the principals and procedures of public budgeting. The position performs complex professional level tasks related to budgeting and budget control and is responsible for the design and maintenance of the County budgeting program.

ESSENTIAL DUTIES

Provides expert advice, budget analysis, guidance and recommendations on all aspects of the Hidalgo County Budget to Commissioners Court, department heads, elected officials and staff; directs the activities of assigned staff to include the compilation, review, examination, and interpretation of financial data.

Plans and directs the county's annual budget process including review of departmental requests and presentation of a recommended budget to Commissioners Court including existing operations, new programs, and staffing levels for all departments; recommends tax rates needed to finance the budget.

Conducts interviews and assists department heads and elected officials in developing budget requests; prepares legal notices for budget and tax rate statutory requirements.

Directs 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.

Monitors and assists county departments' expenditures on an on-going basis, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews availability of funds and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports for court detailing impact on budget and recommendations.

Conducts analytical studies, utilizing expertise in financial and budgetary areas, and in accordance with outlined goals and objectives; prepares and presents oral or written reports on findings and recommendations for improvements, as appropriate.

Coordinates, compiles, plans, and directs the long-term Capital Improvement Program for the county.

Reviews and analyzes all departmental grant applications, grant awards, and law enforcement

contracts to ascertain the impact to the budget prior to submitting requests to Commissioners Court.

Develops and proposes policies and procedures for budget development and administration, and assists with the design of the on-line budget application in order to streamline the budget process through the use of advanced technology.

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.

Reviews Commissioners Court agenda packet prior to meetings for budget impact or verification and provides any necessary clarification and/or research associated with agenda items.

Performs other related duties as required.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) 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 compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Requires the ability to use and interpret various technical and professional languages, including legal and government accounting terminology.

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 the ability to deal with people beyond giving and receiving instructions.

Requires the ability to perform under stress and when confronted with persons acting under stress.

Requires the ability to manage or administer grant funds.

Requires the ability to make recommendations that impact the budget.

Requires the ability to manage the budget within assigned unit/division.



Requires the ability to determine allocation of budget among departments.

Requires the ability to manage the budget within assigned department.

Requires the ability to oversee purchasing authority up to \$5,000.

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.

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

Requires the ability to create and guide implementation of capital improvement plans or programs.

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. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Position requires the ability to see, hear, and speak as well as color and depth perception. Position requires the ability to lift more than 30 pounds.

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