



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Monday, May 09, 2011

To: Esther Cortez, Human Resources  
Director

From: Valde Guerra  
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 26549

C.C. Date: 05/10/11

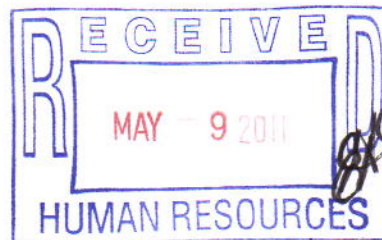
Dept: DEPARTMENT OF BUDGET & MANAGEMENT

Human Resources Dept:

Received By: *Esther Cortez*

Title: *Director*

Date: *5/9/2011*



Time: *1:30 PM*

**AI-26549**

**6.B.**

**Appointment of Budget Officer as per Local Government Code Section 111.062 & Personnel Actions**

**CC REGULAR**

**Date:** 05/10/2011  
**Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT  
**Submitted For:** Department of Budget & Management  
**Department:** BUDGET & MANAGEMENT  
**Agenda Category:** Comm. Court Executive Office

**Information**

**CAPTION**

Department of Budget & Management (1100):

1. Appointment of Budget Officer as per Local Government Code Section 111.062.
2. Approval of the following personnel actions pursuant to Chapter 3 of the Civil Service Commission Rules, effective 05/10/11.

Action	Slot	Employ. No.	Current Position Title	Current Grade & Step	Current Salary	Proposed Position Title	Proposed Grade & Step	Proposed Salary	Variance
Set Salary	001	132438	Budget Officer	N/A	\$91,728.00	N/A	N/A	\$81,000.00	(\$10,728.00)
Reclassification	002	070548	Director Budget Management Division	G18,S1	\$68,687.00	Assistant Budget Officer	N/A	\$77,000.00	\$8,313.00
Reclassification	004	140325	Senior Budget Analyst	G15,S1	\$54,600.00	Manager, Budget Management Section	G16,S1	\$58,888.00	\$4,288.00
Reclassification	005	124788	Senior Planning Analyst	G15,S1	\$54,600.00	Manager, Strategic Planning Section	G16,S1	\$58,888.00	\$4,288.00
Delete (Vacant)	003	N/A	Director Strategic Planning Division	G18,S1	\$68,687.00	N/A	N/A	N/A	(\$68,687.00)
Total Cost Savings									(\$62,526.00)

3. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2011  
**FUNDS AVAILABLE Y/N?:** y  
**BUDGETARY IMPACT:**  
 No budgetary impact; cost savings

**ACCT. #:** 1-1100-415-14-115-001-0-xxx  
**MATCHING FUNDS Y/N?:**

**Attachments**

Link: [local government code](#)

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
1	Rosalinda Cantu (Originator)	Rosie Cantu	05/06/2011 04:59 PM	APRV
2	Budget & Management		05/06/2011 05:05 PM	NEW

Form Started By: Rosie Cantu  
 Started On: 05/06/2011 02:04 PM  
 Final Approval Date: 05/06/2011

## Texas Local Government Code

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§ 111.062. APPOINTMENT OF BUDGET OFFICER; ABOLITION OF

OFFICE. (a) The commissioners court of the county may appoint a county budget officer to prepare a county budget for the fiscal year.

(b) A county that establishes the office of county budget officer may abolish that office only by a formal action of the commissioners court. The court must take the action after the first day of the second month of the fiscal year and before the first day of the sixth month of the fiscal year. If the office is abolished, the duties of budget officer shall be performed by:

(1) the county judge, if the county has a population of 225,000 or less; or

(2) the county auditor, if the county has a population of more than 225,000.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1993, 73rd Leg., ch. 593, § 1, eff. June 13, 1993.