



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: BUDGET & MANAGEMENT

DATE: 5/6/11

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 001

CURRENT SLOT #: 004

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

SENIOR BUDGET ANALYST

\$54,600.00 G15 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

MANAGER, BUDGET MANAGEMENT SECTION

\$58,888.00 G16 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

MANAGER, BUDGET MANAGEMENT SECTION

\$58,888.00 G16 S1

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

Absent

Human Resources Representative

Date

Norma G. Garcia

County Treasurer Representative

05/06/11

Date

Raul 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: SENIOR BUDGET ANALYST

CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: MANAGER, BUDGET MANAGEMENT SECTION

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 54,600.00 (Grade 15, Step 1) Current Budgeted Salary \$ 58,888.00 (Grade 16, Step 1) Proposed Budgeted Salary \$ 4,288.00 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.



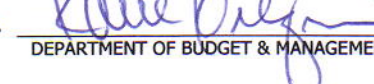
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

The Budget manager will assist the Budget Officer and Assistant Budget Officer in maintaining the budgeting program related to budget process, budget controls and assist w/ the maintenance of the County's Salary Schedule.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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

old

SENIOR BUDGET ANALYST

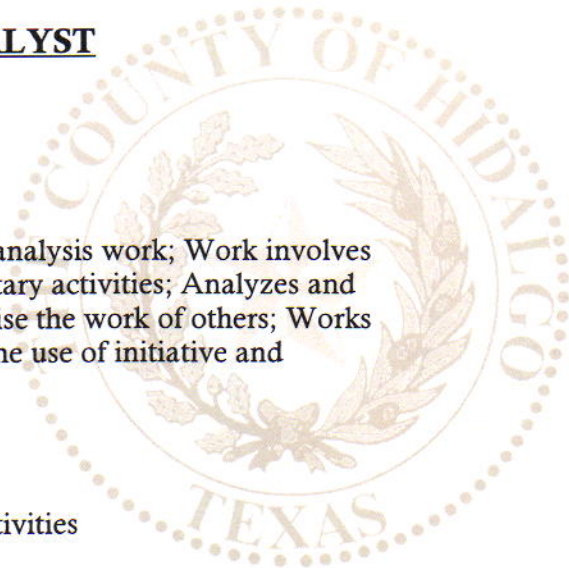
GRADE: 15

GENERAL DESCRIPTION

Performs advanced (senior-level) budget preparation and analysis work; Work involves planning, organizing, coordinating, and evaluating budgetary activities; Analyzes and reviews budget requests; May plan, assign, and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Plans, organizes, coordinates, and evaluates budgetary activities
- Oversees the development and evaluation of performance and workload measures
- Oversees the preparation of budgetary and management reports
- Coordinates the preparation of budgets to provide management with expenditure data, trends, and recommendations
- Establishes work methods and priorities, and determines methodologies and techniques for performing budget evaluations
- Informs management of budget deviations, problems, and events likely to affect operations; explains causes; Measures impact on the County's mission and resources.
- Analyzes expenditure patterns and makes recommendations on the use of funds
- Measures the impact of existing and proposed state and federal legislation
- Ensures coordination of budgeting procedures, preparation, and reporting
- Prepares instructions on budget and funding procedures and methods
- Prepares or oversees the preparation of financial statements and reports.
- May plan, assign, and/or supervise the work of others
- Performs related work as assigned



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 generally preferred; Two (2) years experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accounting, budgetary, and management principles, practices, and procedures; and of legal restrictions governing allocation of funds

Skill in analyzing financial data

Ability to monitor and report on performance measurement

Analyze management problems and develop and present alternative solutions

Coordinate the gathering and analysis of data

Plan, assign, and/or supervise the work of 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:

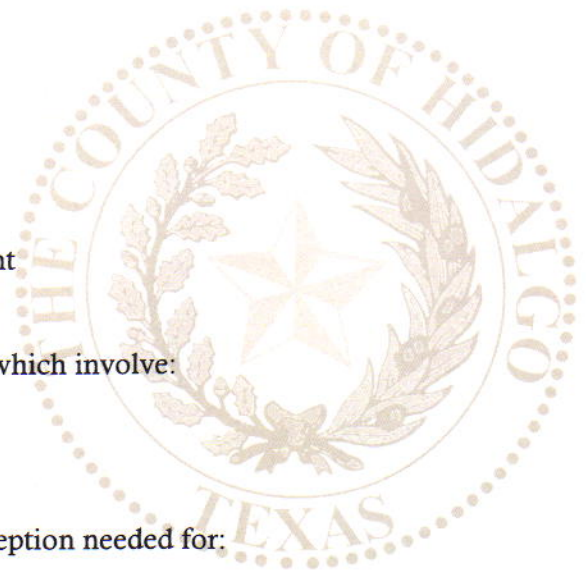
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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

MANAGER, BUDGET MANAGEMENT SECTION

GRADE: 16

GENERAL DESCRIPTION

Under the direction of the Chief Administrator, Budget - Division, 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 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

A master's degree from an accredited college or university in accounting, business administration, public administration or related field is required; 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

May be assigned other duties in addition to those listed; duties may change according to the changing needs of the Department of Budget and Management and/or the County

Certificates, Licenses, & Registrations

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

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