



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: BUDGET & MANAGEMENT

DATE: 5/6/11

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 001

CURRENT SLOT #: 005

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

SENIOR PLANNING ANALYST

\$54,600.00 G15 S1

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

MANAGER, STRATEGIC PLANNING SECTION

\$58,888.00 G16 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

MANAGER, STRATEGIC PLANNING SECTION

\$58,888.00 G16 S1

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

Human Resources Representative

Date

County Treasurer Representative

05/06/11

Date

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 PLANNING ANALYST

CURRENT SLOT. #: 0005

REQUESTED POSITION TITLE: MANAGER, STRATEGIC PLANNING 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	\$	58,888.00	\$	4,288.00
		(Grade 15, Step 1)		(Grade 16, Step 1)		Net Change
		Current Budgeted Salary		Proposed Budgeted Salary		

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	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$ _____
				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:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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.

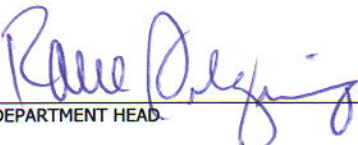
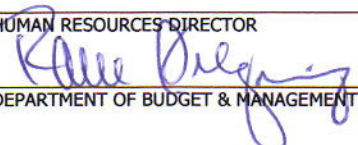
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

The Strategic Planning Manager will assist the Budget Officer and the assistant Budget Officer in performing tasks related to long range planning and assist in the administration of the County's long range Capital Improvement program

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

old

SENIOR PLANNING ANALYST

GRADE: 14

GENERAL DESCRIPTION

Performs complex (senior-level) planning and research work; Work involves developing local, regional, or state plans or programs; Develops procedures for implementing plans or programs; Develops procedures for measuring progress made on operational plans or programs; May supervise the work of others; Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts planning, research projects, and field surveys

Develops procedures for the implementation, administration, and evaluation of plans or programs, and measures progress

Develops methodologies and specifications for planning and research projects

Provides technical assistance for planning contracts and reports on planning projects

Prepares and monitors statistical performance measures

Prepares reports

Participates in technical, policy, and interdepartmental planning meetings

Analyzes needs and constructs and implements decision support-based applications

Identifies, defines, and researches issues of strategic importance

Forecasts and monitors program performance objectives

Collects, organizes, and analyzes data required in the development of plans or programs

Reviews and evaluates planning material for contractual compliance

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in planning and research work; Graduation from an accredited four-year college or university with major course work in city or regional planning, economics, business or public administration, political science, 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 government organization and administration

Knowledge of principles, objectives, and procedures of governmental planning and programming

Ability to communicate effectively and to 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:

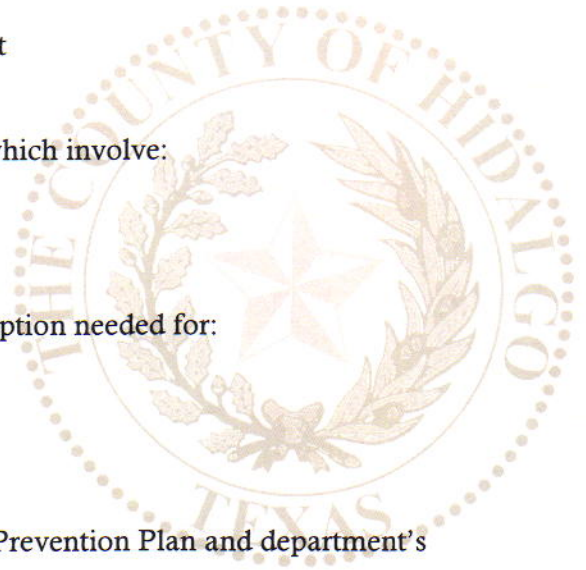
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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, STRATEGIC PLANNING SECTION

GRADE: 16

GENERAL DESCRIPTION

Under the direction of the Chief Administrator, Budget - Division, this position manages the strategic and long-range planning functions and assigned staff. Work involves the planning and management of the county's Capital Improvement Plan, analysis and long - range planning relating to revenues, worker's compensation, health insurance, debt service and statistical planning data. This position coordinates budgetary and management issues on state and federal grants, including TX-Dot projects and other projects. This position also provides technical advice or assistance to county departments on CIP and grant matters. Usually has responsibility for monitoring certain county programs or funds, and supervises assigned analytical and clerical staff.

EXAMPLES OF WORK PERFORMED

Prepares county planning forms and instructions

Develops planning policies or procedures

Supervises the preparation of special reports related to planning and management data

Provides advice or assistance to county department staff on planning and management

Examines and monitors capital improvement budgets to insure compliance with the County's CIP

Examines and monitors grant budgets to insure compliance with grant requirements

Coordinates the planning procedures, preparation, or reporting with other units or departments

Supervises the development and implementation of systems to coordinate TX-Dot Projects

Advises departments about actions that may be required to comply with grant or CIP requirements

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

Supervises and directs assigned staff

Performs related work as assigned

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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