



Letter of Transmittal  
HIDALGO COUNTY  
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: Friday, May 20, 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: 26777

C.C. Date: 05/24/11

Dept: EXECUTIVE OFFICE

RECEIVED

MAY 20 2011

*ppu*  
Human Resources

Human Resources Dept:

Received By: Sylvia Rios

Title: Executive Asst. III

Date: 05-20-11

Time: 3:05 pm

**AI-26777**

**6.0.**

**Request for various personnel actions  
CC REGULAR**

**Date:** 05/31/2011  
**Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT  
**Submitted For:** Executive Office  
**Department:** BUDGET & MANAGEMENT  
**Agenda Category:** Comm. Court Executive Office

**Information**

**CAPTION**

1. Approval of the following personnel actions:

Action	Slot No.	Position Title	Grade & Step	Salary
Delete	008	Environmental Compliance Monitor	N/A	(\$60,000.00)
Create	012	Environmental Compliance Monitor (added to Hidalgo County position inventory)	G9, S1	\$34,360.00
Create	013	Administrative Assistant III	G8, S1	\$31,815.00
			Total Variance	\$6,175.00

- 2. Approval of interdepartmental transfer.
- 3. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**Attachments**

- Link: [salary schedule](#)
- Link: [job description- admin. assist](#)
- Link: [fiscal note](#)
- Link: [job descrip- environme. comp. mon. delete](#)

**Form Routing/Status**





# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EXECUTIVE OFFICE 125-001

DATE: 05/19/2011

CURRENT POSITION TITLE: -

SLOT. #: 012

REQUESTED POSITION TITLE: ENVIRONMENTAL COMPLIANCE MONITOR

### REQUEST FOR:

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

### POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G9, S1</u> <u>\$34,360.00</u>	\$	<u>\$34,360.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY	PROPOSED GRADE & STEP/ SALARY		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other CO WIDE ADMIN CONTINGENCY- 1-1100-415-00-115-002-0-899

### 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:				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt		<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

A review of the program's responsibilities for TCEQ requirements shows Grade 9 monitor position to be in line with the current job responsibilities and duties. Therefore, I am requesting to delete the current non-classified Environmental Compliance Monitor position, slot no. 008 and create a classified Environmental Compliance Monitor position slot no. 012, grade level 9.

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


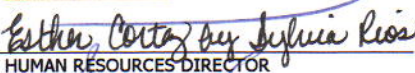

Will review, inspect plans, and specifications of proposed land developments, construction sites, as well as commercial and residential developments to ensure compliance with local, state, and federal environmental regulations as well as planning and engineering codes.

**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	5-20-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	05-20-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## ENVIRONMENTAL COMPLIANCE MONITOR

**GRADE: 09**

### **GENERAL DESCRIPTION**

Under the direct supervision of the Environmental Compliance Coordinator, the Compliance Monitor reviews, inspects plans and specifications of proposed land developments, construction sites, as well as commercial and residential developments to ensure compliance with local, state, and federal environmental regulations as well as planning and engineering codes.

### **EXAMPLES OF WORK PERFORMED**

Reviews and analyze plans and specifications by applying knowledge of general construction practices and methods, erosion and sedimentation control methods and strategies, water quality and drainage theory

Investigates and studies environmental complaints and responds as necessary

Coordinates with contractors, engineers, owners, and other stakeholders to resolve issues and assist in ensuring compliance of development projects with environmental regulations

Coordinates County activities and projects with local and regional MS4's and environmental groups

Inspects permitted land development and construction sites for compliance with environmental protection regulations

Performs initial, on-going, and final site inspections and evaluates best management practices for erosion and sedimentation control

Performs final inspections of drainage facilities and other site improvements

Identifies locations of environmental sensitive resources

Provides technical assistance and education to citizens, community, special interest groups and developers on environmental and engineering codes, requirements, and regulations

Assist in the development and maintenance of county storm water management plans

When directed, provide testimony for enforcement cases

Issues directives and initiates enforcement actions for non-compliance with environmental and drainage regulations

Assist in collecting County MS4 data requirements

Assist in coordinating with County personnel and other departments to ensure all aspects of the Hidalgo County MS4 plan are communicated, implemented, and evaluated

Assist in coordinating with the Planning Department to ensure accurate knowledge of subdivision regulations and adherence to local, state, and federal regulations

Assist in coordinating with the Health Department to ensure accurate knowledge of septic tank regulations and adherence to local, state and federal regulations

Assist in coordinating with the Public Affairs Division to develop and implement accurate and appropriate information to county employees, the public, and contractors doing business with Hidalgo County

Assist in conducting prospect research to search for external funding opportunities

Respond to duties as assigned that will assist in the successful completion of Department and County environmental goals and objectives

Be able to develop training modules in training others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Preferred: Five years (5) years of experience in Public Administration with emphasis in managerial, communication and grant funded initiatives. Bachelor's Degree in Administration, Environmental Studies, Natural Science or a related field.

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

Knowledge of Federal, State, and Local Texas Administrative Code and Procedures

Knowledge of Judicial System to ensure compliance with issuing citations within appropriate time frame requirements

Knowledge of Hidalgo County policies and procedures

Knowledge of Hidalgo County permits procedures for subdivision regulations, subdivision plats, and/or septic tank installations

Knowledge in creating, implementing, and evaluating Storm Water Management Plans

Skill in issuing citations for violations of criminal and/or civil regulations

Skill in reading, understanding and interpreting related federal, state, and local laws

Skill in conducting inspections, surveys, and investigative research and studies

Skill in analyzing and interpreting environmental issues, including erosion, sedimentation, storm water, and other related issues

Skill in technical and scientific report preparation

Skill in utilizing tools and equipment used in environmental inspections, including personal desktop and laptop computers, video camera, digital camera, DVD player, GPS equipment, and cell phone

Skill in establishing and maintaining effective working relationships with supervisors, co-workers, contractors, other agencies and organizations, and the public

### **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



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: EXECUTIVE OFFICE 125-001

DATE: 05/19/2011

CURRENT POSITION TITLE: -

SLOT. #: 013

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSIST III

### REQUEST FOR:

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

### POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>G8, S1</u> <u>\$31,815.00</u>	\$	<u>\$31,815.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY	PROPOSED GRADE & STEP/ SALARY		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other CO WIDE ADMIN CONTINGENCY- 1-1100-415-00-115-002-0-899

### 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.)
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CIVIL SERVICE:    FLSA:

Exempt     Exempt

Non-Exempt     Non-Exempt

N/A

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

In need of clerical and administrative support to assist with reports preparation and office management.

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


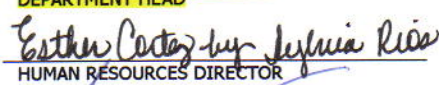
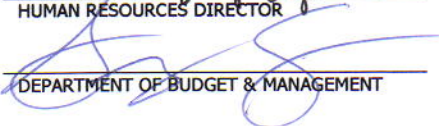
Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

**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	5-20-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	05-20-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## ADMINISTRATIVE ASSISTANT III

**GRADE: 08**

### **GENERAL DESCRIPTION**

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, to train others; 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
- operating assigned equipment

Maintain mental capacity which permits:

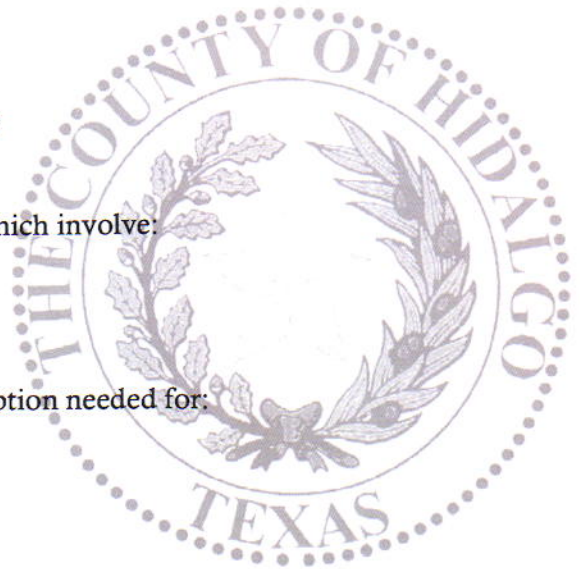
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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 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)

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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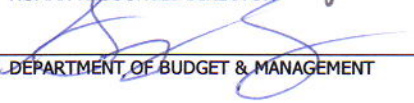
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	5-20-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	05/20/11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	5/20/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

Delete  
NON-Classified

## **Job Description: ENVIRONMENTAL COMPLIANCE MONITOR**

FLSA :

Grade:

Full-Time

Prepared: May 2011

### Essential functions:

Under direct supervision from the Environmental Compliance Coordinator, this individual reviews, inspects plans and specifications of proposed land developments, construction sites, as well as commercial and residential developments to ensure compliance with local, state, and federal environmental regulations as well as planning and engineering codes. In addition, , this individual will incorporate his/her background in law enforcement to assist in code compliance with Health and Safety Code regulations and other applicable federal, state, and local regulations, policies, and Orders .

### Responsibilities

- Reviews and analyze plans and specifications by applying knowledge of general construction practices and methods, erosion and sedimentation control methods and strategies, water quality and drainage theory;
- Investigates and studies environmental complaints and responds as necessary;
- Coordinates with contractors, engineers, owners, and other stakeholders to resolve issues and assist in ensuring compliance of development projects with environmental regulations; coordinates County activities and projects with local and regional MS4's and environmental groups;
- Inspects permitted land development and construction sites for compliance with environmental protection regulations;
- Performs initial, on-going, and final site inspections and evaluates best management practices for erosion and sedimentation control;
- Performs final inspections of drainage facilities and other site improvements
- Identifies locations of environmental sensitive resources
- Provides technical assistance and education to citizens, community, special interest groups and developers on environmental and engineering codes, requirements, and regulations;
- Assist in the development and maintenance of county storm water management plans;
- When directed, provide testimony for enforcement cases
- Issues directives and initiates enforcement actions for non-compliance with environmental and drainage regulations
- Assist in collecting County MS4 data requirements;
- Assist in coordinating with County personnel and other departments to ensure all aspects of the Hidalgo County MS4 plan are communicated, implemented, and evaluated;
- Assist in coordinating with the Planning Department to ensure accurate knowledge of subdivision regulations and adherence to local, state, and federal regulations;
- Assist in coordinating with the Health Department to ensure accurate knowledge of septic tank regulations and adherence to local, state and federal regulations;

- Assist in coordinating with the Public Affairs Division to develop and implement accurate and appropriate information to county employees, the public, and contractors doing business with Hidalgo County;
- Assist in conducting prospect research to search for external funding opportunities;
- Respond to duties as assigned that will assist in the successful completion of Department and County environmental goals and objectives.

#### Required Knowledge

- Knowledge of Federal, State, and Local Texas Administrative Code and Procedures
- Knowledge of Judicial System to ensure compliance with issuing citations within appropriate time frame requirements
- Knowledge of Hidalgo County policies and procedures;

#### Preferred Knowledge

- Knowledge of Hidalgo County permit procedures for subdivision regulations, subdivision plats, and/or septic tank installations

#### Preferred Skills

- Skill in issuing citations for violations of criminal and/or civil regulations
- Skill in reading, understanding and interpreting related federal , state, and local laws;
- Skill in conducting inspections, surveys, and investigative research and studies;
- Skill in analyzing and interpreting environmental issues, including erosion, sedimentation, storm water, and other related issues;
- Skill in technical and scientific report preparation;
- Skill in utilizing tools and equipment used in environmental inspections, including personal desktop and laptop computers, video camera, digital camera, DVD player, GPS equipment, and cell phone;
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, contractors, other agencies and organizations, and the public.

#### Preferred Education and/or Experience

- Bachelor's Degree in Administration, Environmental Studies, Natural Science or a related field; and
- Minimum of five years of progressive experience in Public Administration; and
- Minimum of five years of progressive experience in leadership and managerial positions; and
- Experience in developing, implementing, and evaluating grant-funded initiatives; and
- Knowledge in creating, implementing, and evaluating Storm Water Management Plans; and
- Experience in developing training modules, and training others; and
- Minimum of five years in formal communication with the public i.e. press releases, public hearings

DATE: May 19, 2011

DEPARTMENT HEAD: Sergio Cruz, Budet Officer

**2011**  
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Executive Office

ACCOUNT NUMBER: 1-1100-41X-00-1X5-00X-0-XXX

CONTACT PERSON: Erika Zamora PHONE: (956) 292-7025 Ext. 5416

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
1-1100-415-00-115-002-0- 899	CO WIDE ADM- CONTINGENCY	(6,790.33)
<b>TO</b>		
1-1100-413-00-125-001-0- 113	EXECUTIVE OFFICE- REG F/T EMPLOYEES	3,847.50
1-1100-413-00-125-001-0- 211	EXECUTIVE OFFICE- HEALTH INSURANCE	2,243.08
1-1100-413-00-125-001-0- 212	EXECUTIVE OFFICE- LIFE INSURANCE	16.82
1-1100-413-00-125-001-0- 220	EXECUTIVE OFFICE- FICA	294.33
1-1100-413-00-125-001-0- 230	EXECUTIVE OFFICE- RETIREMENT	369.36
1-1100-413-00-125-001-0- 250	EXECUTIVE OFFICE- UNEMPLOYMENT COMP	19.24
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON: Transfer to fund a prorated amount of the difference (deletion & creation) for the salaries and related fringe benefit expenditures in connection with the creation of 2 new positions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMMISSIONERS COURT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
ATTEST, COUNTY CLERK



**HIDALGO COUNTY  
COMMISSIONER COURT  
2011 SALARY SCHEDULE**

**AI - 26777**

**1-1100-413-00-125-001-0  
EXECUTIVE OFFICE**

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	OPERATIONS ADMINISTRATOR	16	5	\$67,132.00	\$67,132.00	\$68,137.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,137.00
0002	113	MULTI MEDIA COORDINATOR	16	2	\$60,949.00	\$60,949.00	\$60,949.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,949.00
0004	113	CLERK I	1	0	\$17,636.00	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,636.00
0005	113	ENVIRONMENTAL COMPLIANCE COORDINATOR	0	0	\$0.00	\$76,331.00	\$76,331.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,331.00
0006	113	COURIER	2	5	\$22,857.00	\$22,857.00	\$22,857.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,857.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICER	0	0	\$0.00	\$123,534.00	\$123,534.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,914.00
		<b>DELETE</b>											
0008	113	ENVIRONMENTAL COMPLIANCE MONITOR	0	0	\$0.00	\$60,000.00	\$60,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,300.00
0009	113	ADMINISTRATIVE ASSISTANT IV	10	1	\$37,109.00	\$37,109.00	\$37,109.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,409.00
0010	113	COMMISSIONER'S COURT ADMINISTRATOR	16	3	\$63,010.00	\$63,010.00	\$63,010.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,030.00
0011	113	PUBLIC AFFAIRS SPECIALIST I	10	0	\$35,254.00	\$35,254.00	\$35,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,254.00
		<b>CREATE NEW POSITIONS</b>											
0012	113	ENVIRONMENTAL COMPLIANCE MONITOR	9	1	\$34,360.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0013	113	ADMINISTRATIVE ASSISTANT III	8	1	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>TOTAL</b>			\$370,122.00	\$569,987.00	\$504,817.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$507,517.00

**APPROVAL FOR THE ABOVE PERSONNEL ACTIONS. (PENDING CC APPROVAL)**