

HIDALGO COUNTY

Department Of Budget & Management
 COUNTY WIDE - TEMPORARY POSITIONS

Effective July 01, 2011

Slot#	Object	Position Title	Grade
1222-412-00-080-006-0- DA BAD CK			
T009	122	CLERK IV	7
T011	122	CLERK I	1
T018	122	CLERK I	1
T019	122	CLERK I	1
T020	122	CLERK I	1
T021	122	CLERK I	1
1281-412-00-080-010-1- D.A. STATE SUPPLEMENT			
T001	122	CLERK I	1
T002	122	CLERK I	1
T003	122	CLERK I	1
1200-431-00-123-005-0- PCT 3 ROAD MAINTENANCE			
T070	121	OFFICE CLERK	
T071	121	OFFICE CLERK	
1100-415-40-180-002-0- CO CLERK - RECORD ARCHIVE			
T009	121	ASSISTANT DEPUTY COUNTY CLERK	3
1100-423-60-330-002-0- JUV PROB			
T053	122	JCCC MONITOR	N/A
T054	122	JCCC MONITOR	N/A
T055	122	JCCC MONITOR	N/A
T056	122	JCCC MONITOR	N/A
1294-423-00-330-012-1-TJPC-Y			
T009	122	JCCC MONITOR	N/A
T010	122	JCCC MONITOR	N/A

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




See the attached job description, will also assist Coordinator of the JCCC Program, filing and regular office duties

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.		6/22/11			
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.		6/27/11			
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.		06/24/2011			
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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



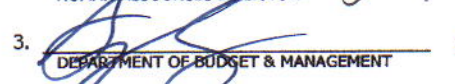
See the attached job description, will also assist Coordinator of the JCCC Program, filing and regular office duties

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	6/22/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

**HIDALGO COUNTY
JUVENILE PROBATION DEPARTMENT**

Job Title: JCCC MONITOR	FLSA Status:	Non-Exempt
Dept. Code: 330	Civil Service Status:	Exempt

SUMMARY:

Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator and Assistant Volunteer Coordinator at all times.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
- Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi monthly committee meetings, volunteer trainings, community service sites, etc.)
- Responsible for working with the chair/co chair of the committee assigned within the specific area in developing the agenda for the monthly/bi monthly committee meeting. Also preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) for any and all activities/meetings related to the program.
- Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
- Responsible for disseminating any and all information to the volunteers and community.
- Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times.
- Work in harmony with all departmental staff and perform any and all duties as assigned to insure the efficient operation of the program.
- Ensure that all cases assigned are kept up to date with the proper documentation and in order.
- Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
- Preferably be bilingual.

- Wear the appropriate attire that will convey a professional demeanor which is acceptable for an appearance in the office and community at all times.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Employees must have proof of a current valid Texas motor vehicle operator's license.
- Must be able to be insured by County's insurance carrier.

OTHER INFORMATION:

- 15 hrs/wk (mostly in the evenings)
- Submit 3 references letters (by individuals not related to you)
- Submit a finger print card.
- Agree to a criminal history background check.
- Agree to a sex offender registration check.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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
- handling financial affairs effectively and honestly
- maintaining confidentiality
- 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
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

**J.C.C.C. Volunteer Program Monitor
Job Description**

Role: Responsible for the Juvenile Court Conference Committee Volunteers and cases assigned within a specific area. Directly responsible to the Volunteer Coordinator at all times.

1. Responsible for completing and submitting, in a timely manner, all the necessary forms and proper documentation related to any cases and/or the program.
2. Responsible for finding locations for any and all related activities to the program (i.e. conferences, monthly/bi-monthly committee meetings, volunteer trainings, community service sites, etc).
3. Responsible for working with the chair/co-chair of the committee assigned within the specific area in developing the agenda for the monthly/bi-monthly committee meeting. Also, preparing the necessary information (i.e. sign in sheets, documentation logs, etc.) For any and all activities/meetings related to the program.
4. Responsible for attending all staff meetings and trainings assigned to by the immediate supervisor.
5. Responsible for disseminating any and all information to the volunteers and community.
6. Promote a positive image of the department in the community and maintain a high level of professionalism and moral character at all times;
7. Work in harmony with all department staff and perform any and all duties as assigned to insure the efficient operation of the program.
8. Ensure that all cases assigned are kept up to date with the proper documentation and in order.
9. Assist the staff within the program and department when necessary or assigned by the immediate supervisor.
10. Any other duty, responsibility, or task as assigned by the immediate supervisor.
11. Preferably be bilingual.
12. Wear the appropriate attire that will convey a professional demeanor which is acceptable for a appearance in the office and community at all times.

I, _____, have received, reviewed and understand the
Print Name

Volunteer Program Monitor Job Description explained to me by _____.
Print Name

_____, on _____
Title/Position *Date*

Signature *Date*

Supervisor's Signature *Date*

FISCAL NOTE

JUV PROB
 1-1100-423-60-330-002-0
 SALARIES ANALYSIS
 TEMPORARY POSITIONS

Slot No.	Object Code	Position Title	Total Prorated Salaries (Gmths) (a)	FICA 7.65% (b)	UNEMP. .50% (c)	TOTAL SALARIES FRINGES (a) + (b) + (c)
T053	122	JCCC MONITOR	\$2,925.00	\$223.76	\$14.63	\$3,163.39
T054	122	JCCC MONITOR	\$2,925.00	\$223.76	\$14.63	\$3,163.39
T055	122	JCCC MONITOR	\$2,925.00	\$223.76	\$14.63	\$3,163.39
T056	122	JCCC MONITOR	\$2,925.00	\$223.76	\$14.63	\$3,163.39
			\$11,700.00	\$895.05	\$58.50	\$12,653.55

TJPC-Y
 1-1294-423-00-330-012-1
 SALARIES ANALYSIS
 TEMPORARY POSITIONS

Slot No.	Object Code	Position Title	Total Prorated Salaries (3mths) (a)	FICA 7.65% (b)	UNEMP. .50% (c)	TOTAL SALARIES FRINGES (a) + (b) + (c)
T009	122	JCCC MONITOR	\$1,350.00	\$103.28	\$6.75	\$1,460.03
T010	122	JCCC MONITOR	\$1,350.00	\$103.28	\$6.75	\$1,460.03
			\$2,700.00	\$206.55	\$13.50	\$2,920.05

*Grant to renew on 10/01/2011
 TO FUND ONLY 07/01/11 THROUGH 09/31/2011 (15HRS/WK x 12WKS)

HIDALGO COUNTY texas

Department of
Budget & Management
2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us



Memorandum

To: Israel Silva, Director/ Chief Probation Officer
From: Dina Trevino, Assistant Budget Officer *DT*
Date: Tuesday, June 21, 2011
Subject: Temporary Positions – Expiration of employment
Cc: Elena Gaitan, Accountant
Sergio Cruz, Budget Officer
Esther Cortez, Human Resources Director
Norma G. Garcia, County Treasurer

The following is a list of temporary positions that were approved by Commissioner's Court for a limited period of time:

DEPARTMENT	SLOT NO.	POSITION TITLE	STATUS
JUV PROB	T053	JCCC MONITOR	FILLED
	T054	JCCC MONITOR	FILLED
	T055	JCCC MONITOR	FILLED
	T056	JCCC MONITOR	FILLED
TJPC-Y	T009	JCCC MONITOR	FILLED
	T010	JCCC MONITOR	FILLED

The authorization for the listed positions will expire on June 30, 2011. Please initiate the appropriate personnel action(s), complete and submit the necessary forms to the Human Resources Department to terminate from employment any temporary employees listed above.

Department Heads and Officials must ensure that all affected temporary employees are informed regarding their employment status and that all exit procedures are properly followed.

If you have any questions or need additional information, please contact Ms. Rosie Cantu or Ms. Sylvia Solis at (956) 292-7025.



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct #3 #123

DATE: 6-22-11

CURRENT POSITION TITLE: Office Clerk (2) Positions Temporary

CURRENT SLOT #: T070, And T071

REQUESTED POSITION TITLE: Same
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 18,720.00 ^{pc} Current Budgeted Salary \$ 18,720.00 ^{pc} Proposed Budgeted Salary \$ 18,720.00 Net Change x 2 \$ 37,440.00 ^{pc}

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 \$9.00 hourly _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 18,720.0
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

7-1-11 12-31-11 Mon. - Fri. 8 hours daily 40 hours 6 Months
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 ^{pc}
N/A

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

Office employees are scheduled to take vacation and office in need of temporary help

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

See job description attached

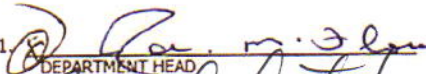


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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	6-23-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

**HIDALGO COUNTY
ROAD & BRIDGE PAVED/UNPAVED**

Job Title: Office Clerk	FLSA Status: Non-Exempt
Dept No: 123	Civil Service Status: Exempt

SUMMARY:

Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- Regular attendance is a must;
- Ability to work well with others;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION and/or EXPERIENCE

- High School Diploma or GED;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

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;

OTHER SKILLS AND ABILITIES

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, June 28, 2011

Agenda Item: 27179

Summary of request/proposal:
 Comm. Precinct No. 3 (Road Maintenance 1200):
 Discussion, consideration, and approval to extend various temporary positions.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1200	OFFICE CLERK	T070	121	-	-	0.00	18,720.00	18,720.00
1200	OFFICE CLERK	T071	121	-	-	0.00	18,720.00	18,720.00
								37,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-123-005-0- 121	PCT3 RD MAINT- TEMP F/T EMPLOYEES	\$18,720.00
1-1200-431-00-123-005-0- 211	PCT3 RD MAINT- HEALTH INSURANCE	\$0.00
1-1200-431-00-123-005-0- 212	PCT3 RD MAINT- LIFE INSURANCE	\$0.00
1-1200-431-00-123-005-0- 220	PCT3 RD MAINT- FICA	\$1,432.08
1-1200-431-00-123-005-0- 230	PCT3 RD MAINT- RETIREMENT	\$0.00
1-1200-431-00-123-005-0- 250	PCT3 RD MAINT- UNEMPLOYMENT COMP	\$93.60
1-1200-431-00-123-005-0- 260	PCT3 RD MAINT- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$20,245.68

2012 Budgetary Impact: N/A

Possible Funding Sources: **WITHIN DEPT BUDGET- SEE INTRADEPARTMENTAL TRANSFER**


Budget Office Recommendation:

HIDALGO COUNTY texas

Department of
Budget & Management
2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us



Memorandum

To: Jose Manuel Flores, Commissioner Precinct No. 3
From: Dina Trevino, Assistant Budget Officer 
Date: Tuesday, June 21, 2011
Subject: Temporary Positions – Expiration of employment
Cc: Norma Ceballos, Executive Assistant
Sergio Cruz, Budget Officer
Esther Cortez, Human Resources Director
Norma G. Garcia, County Treasurer

The following is a list of temporary positions that were approved by Commissioner's Court for a limited period of time:

DEPARTMENT	SLOT NO.	POSITION TITLE	STATUS
ROAD MAINTENANCE	T070	OFFICE CLERK	FILLED
	T071	OFFICE CLERK	FILLED

The authorization for the listed positions will expire on June 30, 2011. Please initiate the appropriate personnel action(s), complete and submit the necessary forms to the Human Resources Department to terminate from employment any temporary employees listed above.

Department Heads and Officials must ensure that all affected temporary employees are informed regarding their employment status and that all exit procedures are properly followed.

If you have any questions or need additional information, please contact Ms. Rosie Cantu or Ms. Sylvia Solis at (956) 292-7025.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: COUNTY CLERK- RECORD ARCHIVE

DATE: 06/21/2011

CURRENT POSITION TITLE: ASSISTANT DEPUTY COUNTY CLERK

CURRENT SLOT. #: T009

REQUESTED POSITION TITLE: ASSISTANT DEPUTY COUNTY CLERK (EXTENSION OF POSITION)

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other EXTENSION OF POSITION

POSITION SALARY REQUEST:

180-002	1	G3, S0 \$20,570.00	G3, S0 \$20,570.00	\$ \$20,570.00
ACCT NO.	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 FUND BALANCE (APPROPRIATION)

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>9.8890</u>	
				Enter hourly rate for temp. positions	
Full Time Temporary Object 121	<input checked="" type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	\$	
				Hourly Rate * 2,080 hrs. per year = Annual Salary	

TEMPORARY POSITIONS:

<u>07-01-2011</u>	<u>12-31-2011</u>	<u>M-F</u>	<u>40</u>	<u>6 mths</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

We require a (6) month extension for this position, because the assigned project has not been completed.




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	6/23/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	10-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ASSISTANT DEPUTY COUNTY CLERK

GRADE: 03

GENERAL DESCRIPTION

Performs (entry-level) office work for the County Clerk's office. Work involves support tasks primarily involving customer service and support/clerical activities which may include: requests for information, entering data, answering telephones, filing and maintaining correspondence, files, reports, etc.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred. Must have some general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Bilingual is preferred

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas Driver's License and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Must have excellent verbal and written communication skills

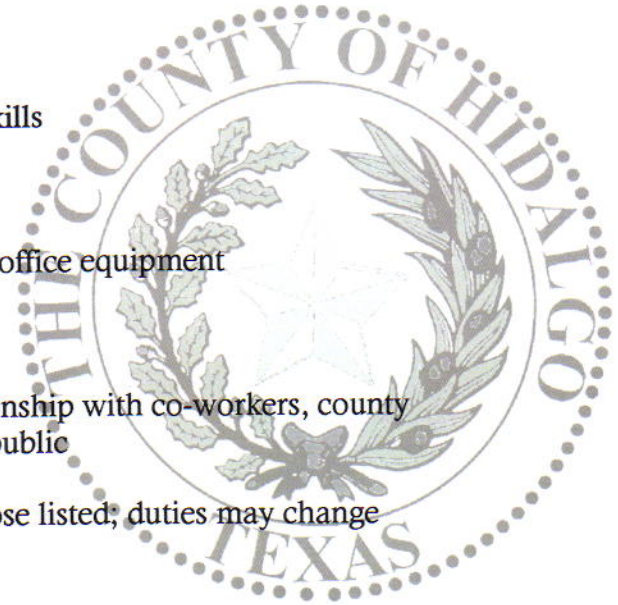
Must be able to type 40 wpm

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, other outside organizations, and the general public

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county



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

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, June 28, 2011

Agenda Item: 27179

Summary of request/proposal:
COUNTY CLERK-
 Discussion, consideration, and approval to extend various temporary positions.

Fund	Position	Slot#	Obj	G	S	Current Budgeted Salary/ Allowance	Adjustment Requested	Total Requested
1235	ASSIST. DEPUTY COUNTY CLERK	T009	121	3	0	0.00	20,570.00	20,570.00
								20,570.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-415-40-180-002-0- 121	CO CLERK- TEMP F/T EMPLOYEES	\$10,364.12
1-1100-415-40-180-002-0- 211	CO CLERK- HEALTH INSURANCE	\$0.00
1-1100-415-40-180-002-0- 212	CO CLERK- LIFE INSURANCE	\$0.00
1-1100-415-40-180-002-0- 220	CO CLERK- FICA	\$792.85
1-1100-415-40-180-002-0- 230	CO CLERK- RETIREMENT	\$0.00
1-1100-415-40-180-002-0- 250	CO CLERK- UNEMPLOYMENT COMP	\$51.82
1-1100-415-40-180-002-0- 260	CO CLERK- WORKER'S COMP	\$0.00
	2011 Budgetary Impact	\$11,208.79

2012 Budgetary Impact: N/A

Possible Funding Sources: **FUND BALANCE-SEE APPROPRIATION**

Budget Office Recommendation:

HIDALGO COUNTY texas


**Department of
Budget & Management**

2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us



Memorandum

To: Arturo Guajardo, County Clerk

From: Dina Trevino, Assistant Budget Officer 

Date: Tuesday, June 21, 2011

Subject: Temporary Positions – Expiration of employment

Cc: Annette Muniz, Chief Deputy II
Sergio Cruz, Budget Officer
Esther Cortez, Human Resources Director
Norma G. Garcia, County Treasurer

The following is a list of temporary positions that were approved by Commissioner's Court for a limited period of time:

DEPARTMENT	SLOT NO.	POSITION TITLE	STATUS
CO CLERK RECORD ARCHIVE	T009	ASSISTANT DEPUTY COUNTY CLERK	FILLED

The authorization for the listed positions will expire on June 30, 2011. Please initiate the appropriate personnel action(s), complete and submit the necessary forms to the Human Resources Department to terminate from employment any temporary employees listed above.

Department Heads and Officials must ensure that all affected temporary employees are informed regarding their employment status and that all exit procedures are properly followed.

If you have any questions or need additional information, please contact Ms. Rosie Cantu or Ms. Sylvia Solis at (956) 292-7025.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S- BAD CHECK

DATE: 06/21/2011

CURRENT POSITION TITLE: **CLERK IV**

CURRENT SLOT. #: **T009**

REQUESTED POSITION TITLE: **CLERK IV**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF POSITION**

POSITION SALARY REQUEST:

<u>080-006</u>	<u>1</u>	<u>G7, S11 \$39,768.00</u>	<u>G7, S11 \$39,768.00</u>	<u>\$</u>	<u>\$39,768.00</u>
ACCT NO.	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 _____

POSITION TYPE:

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	\$ _____

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

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

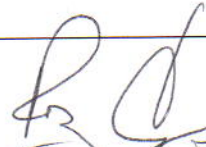

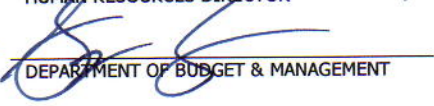
NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
FOR RENE GUERRA
DEPARTMENT HEAD | 6/23/2011
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
ESTELA A. CATYNG
HUMAN RESOURCES DIRECTOR | 6-27-11
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 06/24/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S- BAD CHECK

DATE: 06/21/2011

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **T011**

REQUESTED POSITION TITLE: **CLERK I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF POSITION**

POSITION SALARY REQUEST:

080-006	1	G1, S4 \$20,800.0	G1, S4 \$20,800.00	\$	20,800.00
ACCT NO.	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 _____

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)
TO ASSIST AND SUPPORT FULL TIME STAFF.

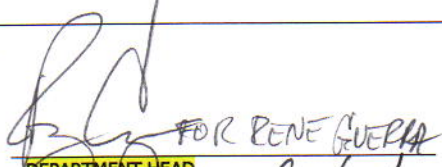
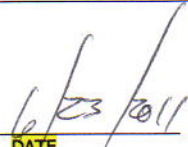
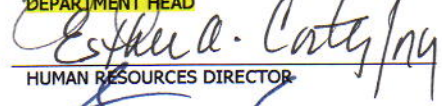
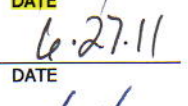

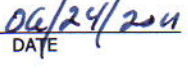
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 FOR RENE GUERRA DEPARTMENT HEAD	 6/23/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 Estrella A. Cortez HUMAN RESOURCES DIRECTOR	 6.27.11 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	 06/24/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S- BAD CHECK

DATE: 06/21/2011

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **T018, T019, T020, T021**

REQUESTED POSITION TITLE: **CLERK I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF POSITION**

POSITION SALARY REQUEST:

080-006	4	G1, S1 \$18,564.00	4 x	G1, S1 \$18,564.00	\$	74,256.00
ACCT NO.	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 _____

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)

TO ASSIST AND SUPPORT FULL TIME STAFF.

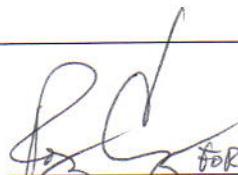


NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 FOR <u>BENE GUERRA</u> DEPARTMENT HEAD	<u>6/23/2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>6.27.11</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>06/24/2011</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S- BAD STATE SUPPLEMENT

DATE: 06/21/2011

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **T001, T003**

REQUESTED POSITION TITLE: **CLERK I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF POSITION**

POSITION SALARY REQUEST:

080-010	2	G1, S0 \$17,636.00	2 x	G1, S0 \$17,636.00	\$	\$35,272.00
ACCT NO.	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 _____

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)

TO ASSIST AND SUPPORT FULL TIME STAFF.

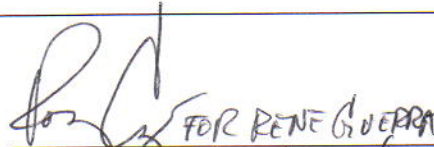
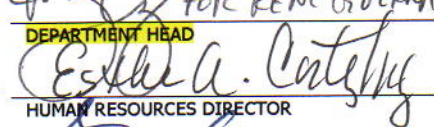

NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
FOR RENE GUERRA
DEPARTMENT HEAD | 6/23/2011
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 6.27.11
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 06/24/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S- BAD STATE SUPPLEMENT

DATE: 06/21/2011

CURRENT POSITION TITLE: **CLERK I**

CURRENT SLOT. #: **T002**

REQUESTED POSITION TITLE: **CLERK I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other **EXTENSION OF POSITION**

POSITION SALARY REQUEST:

<u>080-010</u>	<u>1</u>	<u>G7, S1 \$18,564.00</u>	<u>G1, S1 \$18,564.00</u>	\$ <u>\$18,564.00</u>
ACCT NO.	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 _____

POSITION TYPE:

Full Time Employee Part Time Employee _____
 Object 113 Object 114

Full Time Temporary Part Time Temporary \$ _____
 Object 121 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 <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

TO ASSIST AND SUPPORT FULL TIME STAFF.

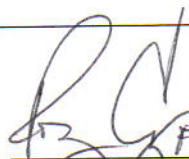


NEW POSITION: Brief job description and attach a copy of the new job description.

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. | 
FOR RENE OVERBY
DEPARTMENT HEAD | 6/23/2011
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | 6-27-11
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | 06/24/2011
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

Registration, Certification, or Licensure

May require a valid driver's license

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:

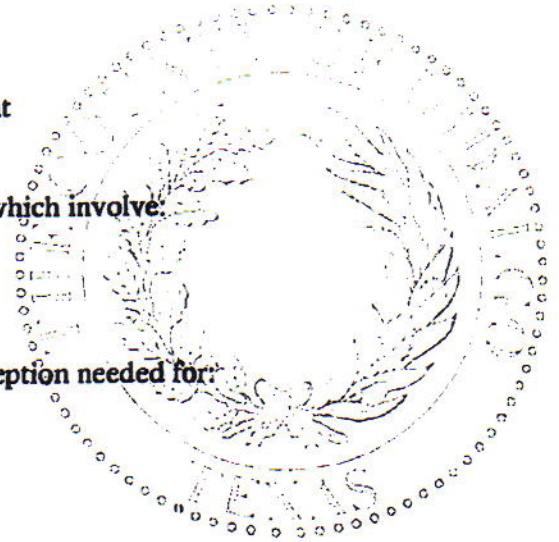
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



CLERK IV

GRADE: 07

GENERAL DESCRIPTION

Performs advanced (senior-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

Registration, Certification, or Licensure

May require a valid driver's license

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:

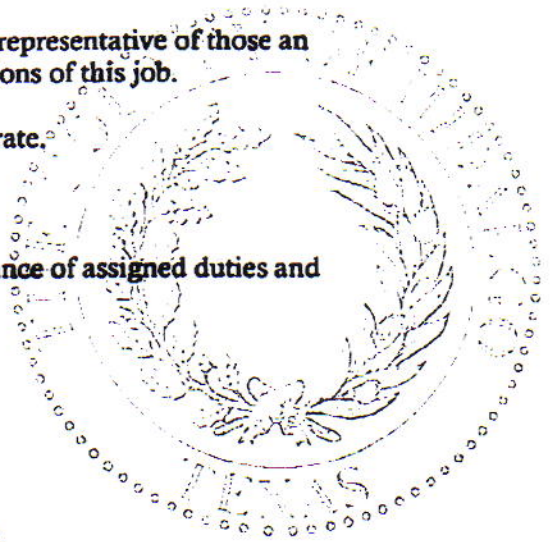
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



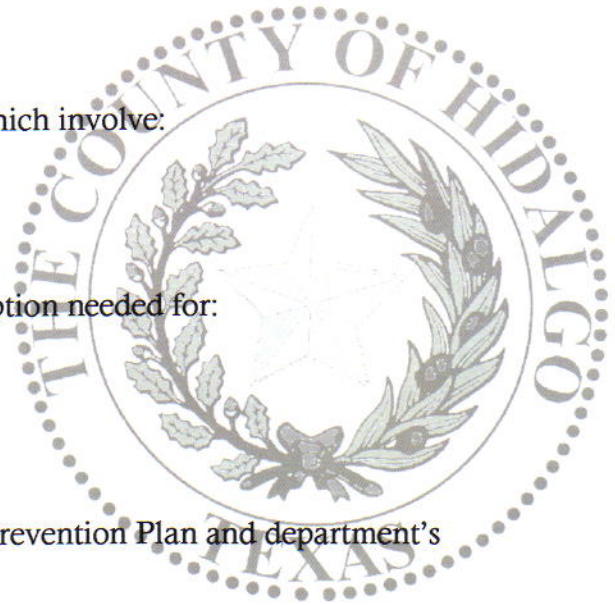
- demonstrating intellectual capabilities

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



FISCAL NOTE

**DA'S BAD CHECK
1-1222-412-00-080-006-0-
SALARIES ANALYSIS
TEMPORARY POSITIONS**

Slot No.	Object Code	Position Title	Grade	Step	Total Prorated Salaries (6mths) (a)	FICA 7.65% (b)	UNEMP. .50% (c)	TOTAL SALARIES FRINGES (a) + (b) + (c)
T009	122	CLERK IV	7	11	\$8,990.00	\$687.74	\$44.95	\$9,722.69
T011	122	CLERK I	1	0	\$4,495.00	\$343.87	\$22.48	\$4,861.34
T018	122	CLERK I	1	1	\$4,011.79	\$306.90	\$20.06	\$4,338.75
T019	122	CLERK I	1	1	\$4,011.79	\$306.90	\$20.06	\$4,338.75
T020	122	CLERK I	1	1	\$4,011.79	\$306.90	\$20.06	\$4,338.75
T021	122	CLERK I	1	1	\$4,011.79	\$306.90	\$20.06	\$4,338.75
					\$29,532.15	\$2,259.21	\$147.66	\$31,939.02

PLEASE NOTE: Salaries and related fringe benefits for temp part-time based on the following criteria:

- 1.) Clerk IV position, slot no. T009, is based on \$20.00 hourly rate not to exceed 449.50 hours for the duration of six (6) months.
- 2.) Clerk I position, slot no. T011, is based on \$10.00 hourly rate not to exceed 449.50 hours for the duration of six (6) months.
- 3.) Clerk I positions, slot no.'s T018-T021, are based on \$8.92 hourly rate not to exceed 449.75 hours for the duration of six (6) months.

**DA'S STATE SUPPLEMENT
1-1222-412-00-080-006-0-
SALARIES ANALYSIS
TEMPORARY POSITIONS**

Slot No.	Object Code	Position Title	Grade	Step	Total Prorated Salaries (2mths) (a)	FICA 7.65% (b)	UNEMP. .50% (c)	TOTAL SALARIES FRINGES (a) + (b) + (c)
T001	122	CLERK I	1	0	\$1,356.80	\$103.80	\$6.78	\$1,467.38
T002	122	CLERK I	1	1	\$1,440.00	\$110.16	\$7.20	\$1,557.36
T003	122	CLERK I	1	0	\$1,356.80	\$103.80	\$6.78	\$1,467.38
					\$4,153.60	\$317.75	\$20.77	\$4,492.12

PLEASE NOTE: Grant will expire on August 30, 2011, however, funding is available for salaries and related fringe benefits for the three (3) temporary part-time positions to cover the next two (2) months. Upon grant renewal, funding will become available for the remaining 4 months.

HIDALGO COUNTY texas


Department of Budget & Management

2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us



Memorandum

To: Rene Guerra, District Attorney

From: Dina Trevino, Assistant Budget Officer 

Date: Tuesday, June 21, 2011

Subject: Temporary Positions – Expiration of employment

Cc: Roy Cazares, Human Resources Coordinator IV
Sergio Cruz, Budget Officer
Esther Cortez, Human Resources Director
Norma G. Garcia, County Treasurer

The following is a list of temporary positions that were approved by Commissioner's Court for a limited period of time:

DEPARTMENT	SLOT NO.	POSITION TITLE	STATUS
DA'S OFFICE	T009	CLERK IV	FILLED
	T011	CLERK I	FILLED
	T018	CLERK I	FILLED
	T019	CLERK I	FILLED
	T020	CLERK I	FILLED
	T021	CLERK I	FILLED
	DA STATE SUPPLEMENT	T001	CLERK I
T002		CLERK I	FILLED
T003		CLERK I	FILLED

The authorization for the listed positions will expire on June 30, 2011. Please initiate the appropriate personnel action(s), complete and submit the necessary forms to the Human Resources Department to terminate from employment any temporary employees listed above.

Department Heads and Officials must ensure that all affected temporary employees are informed regarding their employment status and that all exit procedures are properly followed.

If you have any questions or need additional information, please contact Ms. Rosie Cantu or Ms. Sylvia Solis at (956) 292-7025.