



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: FACILITIES MANAGEMENT (220-001)

DATE: 07/01/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0112

REQUESTED POSITION TITLE: CLERK IV

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 35,644.00 Proposed Budgeted Salary \$ 35,644.00 Net Change
(Grade 07, Step 07)

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:				
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)

C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo

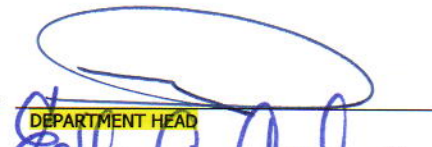
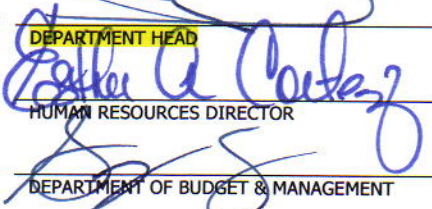

NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

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:

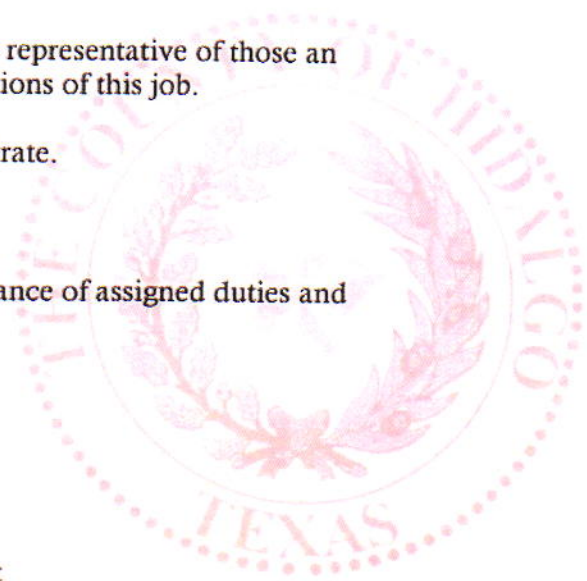
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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




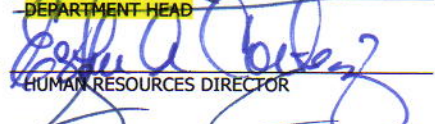

NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

FOREMAN II

GRADE: 11

GENERAL DESCRIPTION

Primary function is to plan and coordinate daily job assignments and ensure that they are completed in a safe and efficient manner. Supervises, instructs, trains and insures compliance with operating theory, practices, policies and safety standards; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Estimates cost and orders supplies

Maintain Inventory Control

Keeps inventory on hand tools & coordinates repairs as needed

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner

Operates road right-of-way bridge maintenance equipment

Responsible to meet department productivity and goals

Responsible for orienting and training others, and assigning and reviewing their work;

Performs duties associated with the position of Heavy Equipment Operator

Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures

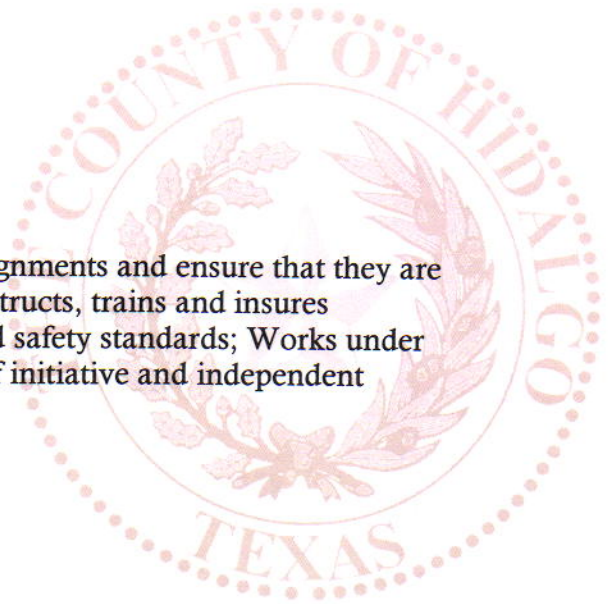
Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance

Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information

Responsible for orienting and training others, and assigning and reviewing their work

Responsible to meet department productivity and goals

Maintains maintenance of vehicle and/or equipment



Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years related experience; Graduation from a high school or equivalent; Vocational or other technical school, certification, training or apprenticeship required beyond high school; Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of inventory control processes and systems

Ability to read and explain applicable laws and regulations

Ability to give work assignments and to supervise the work of others

Good organizational skills

Ability to understand oral and written directions

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.

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

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:

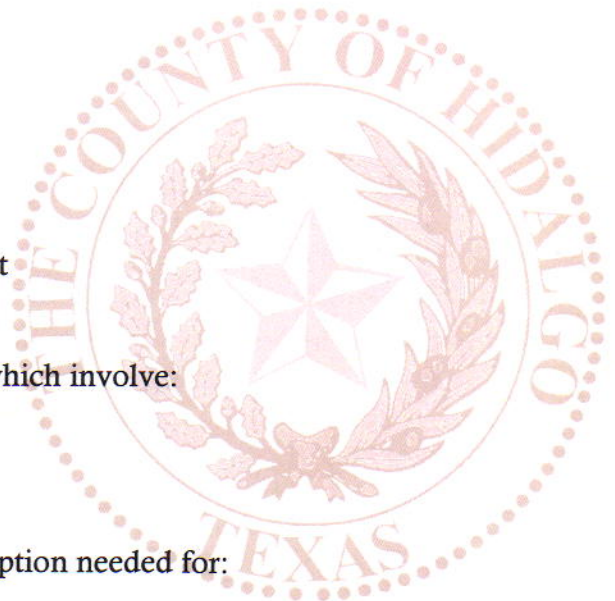
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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
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, July 05, 2011

Agenda Item: 27371

Summary of request/proposal:

FACILITIES MANAGEMENT (1100):

Approval to create the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	CLERK IV	0112	113	0.00	35,644.00 (GRADE 07, STEP 07)	35,644.00
1100	FOREMAN II	0113	113	0.00	51,302.00 (GRADE 11, STEP 09)	51,302.00
				0.00	86,946.00	86,946.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-419-40-220-001-0-	113	FACILITIES MGMT. - REG F/T EMPLOYEES	\$43,138.59
1-1100-419-40-220-001-0-	211	FACILITIES MGMT. - HEALTH INSURANCE	\$3,572.30
1-1100-419-40-220-001-0-	212	FACILITIES MGMT. - LIFE INSURANCE	\$26.80
1-1100-419-40-220-001-0-	220	FACILITIES MGMT. - FICA	\$3,300.10
1-1100-419-40-220-001-0-	230	FACILITIES MGMT. - RETIREMENT	\$4,141.30
1-1100-419-40-220-001-0-	250	FACILITIES MGMT. - UNEMPLOYMENT COMP	\$215.69
1-1100-419-40-220-001-0-	260	FACILITIES MGMT. - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$54,394.78

2012 Budgetary Impact: \$109,632.92

Possible Funding Sources: **CO. WIDE ADMINISTRATION - CONTINGENCY**

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-419-40-220-001-0

AI - 27371

FACILITIES MANAGEMENT

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	Supplm. 117	Auto A. 118		Clothing 119
0057	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	540.00	0.00	0.00	0.00	0.00	22,951.00
0059	113	MAINTENANCE II	3	2	22,411.00	22,411.00	22,411.00	360.00	0.00	0.00	0.00	0.00	22,771.00
0060	113	MAINTENANCE II	3	2	22,411.00	22,411.00	22,411.00	300.00	0.00	0.00	0.00	0.00	22,711.00
0061	113	MAINTENANCE II	3	2	22,411.00	22,411.00	22,411.00	900.00	0.00	0.00	0.00	0.00	23,311.00
0062	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	1,020.00	0.00	0.00	0.00	0.00	23,431.00
0063	113	MAINTENANCE II	3	2	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0064	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	720.00	0.00	0.00	0.00	0.00	23,131.00
0065	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	22,411.00
0066	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	840.00	0.00	0.00	0.00	0.00	23,251.00
0067	113	CUSTODIAN II	3	0	20,570.00	20,570.00	20,570.00	0.00	0.00	0.00	0.00	0.00	20,570.00
0068	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	300.00	0.00	0.00	0.00	0.00	22,711.00
0069	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	720.00	0.00	0.00	0.00	0.00	23,131.00
0070	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	360.00	0.00	0.00	0.00	0.00	22,771.00
0071	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	22,411.00
0073	113	MAINTENANCE I	1	1	18,564.00	20,720.00	20,720.00	0.00	0.00	0.00	0.00	0.00	20,720.00
0074	113	MAINTENANCE I	1	4	20,514.00	20,514.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0075	113	PLUMBER I	8	2	32,929.00	32,929.00	32,929.00	0.00	0.00	0.00	0.00	0.00	32,929.00
0076	113	ELECTRICIAN I	8	2	32,929.00	32,929.00	32,929.00	0.00	0.00	0.00	0.00	0.00	32,929.00
0077	113	AIR CONDITION TECHNICIAN III	11	2	41,481.00	41,481.00	41,481.00	0.00	0.00	0.00	0.00	0.00	41,481.00
0078	113	WELDER II	6	7	33,006.00	33,006.00	33,006.00	600.00	0.00	8.00	0.00	0.00	33,606.00
0079	113	MAINTENANCE II	3	3	23,169.00	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	23,169.00
0080	113	MAINTENANCE II	3	3	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0081	113	MAINTENANCE II	3	3	23,169.00	23,169.00	23,169.00	0.00	0.00	0.00	0.00	0.00	23,169.00
0082	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	22,411.00
0083	113	CUSTODIAN II	3	2	22,411.00	22,411.00	22,411.00	0.00	0.00	0.00	0.00	0.00	22,411.00
0084	113	MECHANIC I	4	1	23,385.00	23,385.00	23,725.00	300.00	0.00	0.00	0.00	0.00	24,025.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-419-40-220-001-0

AI - 27371

FACILITIES MANAGEMENT

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
		CREATE THE FOLLOWING: ↓											
0112	113	CLERK IV	7	7	35,644.00	35,644.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0113	113	FOREMAN II	11	9	51,302.00	51,302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					2,734,561.00	2,736,717.00	2,557,519.00	30,360.00	0.00	0.00	0.00	0.00	2,587,879.00

Approval to create the above regular full-time positions

DATE: July 1, 2011

DEPARTMENT HEAD: Sergio Cruz

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for
Facilities Management

ACCOUNT NUMBER: 1-1100-41X-X0-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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
FROM				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(54,394.78)
TO				
1-1100-419-40-220-001-0-	113	FACILITIES MGMT -	REG F/T EMPLOYEES	43,138.59
1-1100-419-40-220-001-0-	211	FACILITIES MGMT -	HEALTH INSURANCE	3,572.30
1-1100-419-40-220-001-0-	212	FACILITIES MGMT -	LIFE INSURANCE	26.80
1-1100-419-40-220-001-0-	220	FACILITIES MGMT -	FICA	3,300.10
1-1100-419-40-220-001-0-	230	FACILITIES MGMT -	RETIREMENT	4,141.30
1-1100-419-40-220-001-0-	250	FACILITIES MGMT -	UNEMPLOYMENT COMP	215.69
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures for two (2) positions created to comply with C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo Law suit case.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

_____/_____/_____
DATE

ATTEST, COUNTY CLERK



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HEALTH DEPT. (340-001)

DATE: 07/01/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0048

REQUESTED POSITION TITLE: OUTREACH SPECIALIST II

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 27,276.00 Proposed Budgeted Salary (Grade 06, Step 01) \$ 27,276.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
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)

C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo


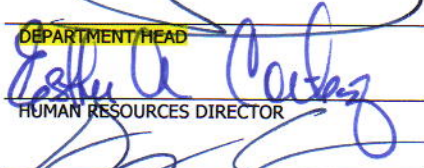
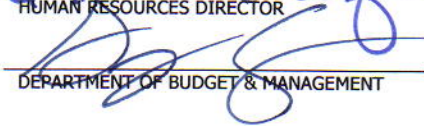
NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

OUTREACH SPECIALIST II

GRADE: 06

GENERAL DESCRIPTION

Assists with clerical and referral duties for immunization outreach teams.

EXAMPLES OF WORK PERFORMED

Assists with immunization events, set up and take down

Enters immunization data into registry

Assists with transport of supplies to immunization events

Collects money for immunizations and tally deposits

Provides referrals to clients

Registers clients for immunization services

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School diploma required. Minimum of three to six (3-6) years experience working as a medical assistant preferred. Excess related work experience may substitute for a maximum of one (1) year of education.

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

Must have a valid Texas 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
- 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
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, July 05, 2011

Agenda Item: 27371

Summary of request/proposal:

HEALTH DEPT. (1100):

Approval to create the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	OUTREACH SPECIALIST II	0048	113	0.00	27,276.00 (GRADE 06, STEP 01)	27,276.00
				0.00	27,276.00	27,276.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-441-00-340-001-0-	113	HEALTH DEPT. - REG F/T EMPLOYEES	\$13,533.09
1-1100-441-00-340-001-0-	211	HEALTH DEPT. - HEALTH INSURANCE	\$1,786.15
1-1100-441-00-340-001-0-	212	HEALTH DEPT. - LIFE INSURANCE	\$13.40
1-1100-441-00-340-001-0-	220	HEALTH DEPT. - FICA	\$1,035.28
1-1100-441-00-340-001-0-	230	HEALTH DEPT. - RETIREMENT	\$1,299.18
1-1100-441-00-340-001-0-	250	HEALTH DEPT. - UNEMPLOYMENT COMP	\$67.67
1-1100-441-00-340-001-0-	260	HEALTH DEPT. - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$17,734.77

2012 Budgetary Impact: \$35,744.49

Possible Funding Sources: CO. WIDE ADMINISTRATION - CONTINGENCY

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-441-00-340-001-0

HEALTH DEPT.

AI - 27371

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	Interpct. 116	Supplm. 117	Auto A. 118		Clothing 119
0030	113	ELIGIBILITY SPECIALIST I	4	2	24,203.00	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	24,203.00
0031	113	CLERK III	5	2	26,140.00	26,140.00	26,140.00	420.00	0.00	0.00	0.00	0.00	26,560.00
0032	113	ELIGIBILITY SPECIALIST I	4	2	24,203.00	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	24,203.00
0033	113	ELIGIBILITY SPECIALIST I	4	2	24,203.00	24,203.00	24,203.00	0.00	0.00	0.00	0.00	0.00	24,203.00
0034	113	MAINTENANCE II	3	4	23,927.00	23,927.00	24,000.00	1,020.00	0.00	0.00	0.00	0.00	25,020.00
0035	113	OUTREACH SPECIALIST I	4	2	24,203.00	24,203.00	24,203.00	780.00	0.00	0.00	0.00	0.00	24,983.00
0036	113	OUTREACH SPECIALIST I	4	1	23,385.00	23,385.00	23,385.00	0.00	0.00	0.00	0.00	0.00	23,385.00
0037	113	OUTREACH SPECIALIST I	4	2	24,203.00	24,203.00	24,203.00	420.00	0.00	0.00	0.00	0.00	24,623.00
0038	113	OUTREACH SPECIALIST I	4	0	22,216.00	22,216.00	22,216.00	0.00	0.00	0.00	0.00	0.00	22,216.00
0040	113	CLERK II	3	4	23,927.00	23,927.00	24,000.00	960.00	0.00	0.00	0.00	0.00	24,960.00
0041	113	CLERK II	3	5	24,685.00	24,685.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0042	113	CLERK II	5	1	25,256.00	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	25,256.00
0043	113	ELIGIBILITY SPECIALIST I	4	0	22,216.00	22,216.00	22,216.00	0.00	0.00	0.00	0.00	0.00	22,216.00
0044	113	CLERK III	5	0	23,993.00	23,993.00	23,993.00	0.00	0.00	0.00	0.00	0.00	23,993.00
0045	113	PUBLIC HEALTH TECHNICIAN III	13	2	48,383.00	48,383.00	49,140.00	0.00	0.00	0.00	0.00	0.00	49,140.00
0046	113	ENVIRONMENTAL HEALTH SERVICES DIVISIO	15	1	54,526.00	54,526.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0047	113	PUBLIC HEALTH TECHNICIAN II	11	1	40,078.00	40,078.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0048	113	OUTREACH SPECIALIST II	6	1	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					1,270,747.00	1,371,365.00	1,203,138.00	15,660.00	0.00	0.00	40,000.00	0.00	1,258,798.00

Approval to create the above regular full-time positions

DATE: July 1, 2011

DEPARTMENT HEAD: Sergio Cruz

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Health Dept.

ACCOUNT NUMBER: 1-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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
FROM				
1-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(17,734.77)
TO				
1-1100-441-00-340-001-0-	113	HEALTH DEPT. -	REG F/T EMPLOYEES	13,533.09
1-1100-441-00-340-001-0-	211	HEALTH DEPT. -	HEALTH INSURANCE	1,786.15
1-1100-441-00-340-001-0-	212	HEALTH DEPT. -	LIFE INSURANCE	13.40
1-1100-441-00-340-001-0-	220	HEALTH DEPT. -	FICA	1,035.28
1-1100-441-00-340-001-0-	230	HEALTH DEPT. -	RETIREMENT	1,299.18
1-1100-441-00-340-001-0-	250	HEALTH DEPT. -	UNEMPLOYMENT COMP	67.67
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures for position(s) created to comply with C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo Law suit case.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

_____/_____/_____
DATE

ATTEST, COUNTY CLERK



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: AGRILIFE EXTENSION SERVICES (380-001)

DATE: 07/01/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0013

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 27,276.00 Proposed Budgeted Salary \$ 27,276.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo

ADMINISTRATIVE ASSISTANT II

GRADE: 06

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Prepares and disseminates information concerning agency programs and services

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

Develops, coordinates, and maintains record keeping and filing systems

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

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

Assists in planning meetings and conferences

May assist in researching, composing, designing, or editing agency publications

May review and route mail

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years of experience in administrative support work in a governmental setting; Graduation from a standard senior high school or equivalent and a certification of completion from vocational training is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures; to interpret rules, regulations, policies, and procedures; to communicate effectively; and to train 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**

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, July 05, 2011

Agenda Item: 27371

Summary of request/proposal:
AGRILIFE EXTENSION SERVICES (1100):
Approval to create the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted	Adjustment Requested	Total Requested
				Salary		
1100	ADMINISTRATIVE ASSISTANT II	0013	113	0.00	27,276.00 (GRADE 06, STEP 01)	27,276.00
				0.00	27,276.00	27,276.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-461-00-380-001-0-	113	AGRILIFE EXT. SVCS- REG F/T EMPLOYEES	\$13,533.09
1-1100-461-00-380-001-0-	211	AGRILIFE EXT. SVCS- HEALTH INSURANCE	\$1,786.15
1-1100-461-00-380-001-0-	212	AGRILIFE EXT. SVCS- LIFE INSURANCE	\$13.40
1-1100-461-00-380-001-0-	220	AGRILIFE EXT. SVCS- FICA	\$1,035.28
1-1100-461-00-380-001-0-	230	AGRILIFE EXT. SVCS- RETIREMENT	\$1,299.18
1-1100-461-00-380-001-0-	250	AGRILIFE EXT. SVCS- UNEMPLOYMENT COMP	\$67.67
1-1100-461-00-380-001-0-	260	AGRILIFE EXT. SVCS- WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$17,734.77

2012 Budgetary Impact: \$35,744.49

Possible Funding Sources: CO. WIDE ADMINISTRATION - CONTINGENCY

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

**1-1100-461-00-380-001-0
TX AGRILIFE EXT**

AI - 27371

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
0002	113	4H YOUTH OUTREACH COORD	7	5	33,582.00	33,582.00	33,790.00	360.00	0.00	0.00	2,871.00	0.00	37,023.00
0003	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	30,141.00	30,141.00	0.00	0.00	0.00	0.00	0.00	30,141.00
0004	113	ADMINISTRATIVE ASSISTANT II	6	4	30,141.00	30,141.00	30,141.00	900.00	0.00	0.00	0.00	0.00	31,041.00
A005	113	CEA - AGRICULTURE				0.00	0.00	0.00	24,868.00	4,818.00	0.00	0.00	0.00
A006	113	C E A-FCS				0.00	0.00	0.00	24,868.00	4,818.00	0.00	0.00	0.00
0007	113	FML & CNSMR SCNC PRG ASST	3	3	23,169.00	23,169.00	23,169.00	0.00	0.00	0.00	2,871.00	0.00	26,042.00
A008	113	CEA-FR				0.00	0.00	0.00	20,475.00	4,818.00	0.00	0.00	0.00
A009	113	COORDINATOR				0.00	0.00	0.00	20,475.00	0.00	0.00	0.00	0.00
A010	113	C E A - 4-H				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0011	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	27,276.00
0012	113	ADMINISTRATIVE ASSISTANT II	6	0	25,912.00	25,912.00	25,912.00	0.00	0.00	0.00	0.00	0.00	25,912.00
		CREATE THE FOLLOWING:											
0013	113	ADMINISTRATIVE ASSISTANT II	6	1	27,276.00	27,276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
					197,497.00	197,497.00	170,429.00	1,260.00	0.00	30,886.00	20,260.00	0.00	177,435.00

Approval to create the above regular full-time positions

DATE: July 1, 2011

DEPARTMENT HEAD: Sergio Cruz

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Agrilife Extension Services

ACCOUNT NUMBER: 1-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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
FROM		
1-1100-415-00-115-002-0- 899	CO WIDE ADM - CONTINGENCY	(17,734.77)
TO		
1-1100-461-00-380-001-0- 113	AGRILIFE EXTENSION SVCS - REG F/T EMPLOYEES	13,533.09
1-1100-461-00-380-001-0- 211	AGRILIFE EXTENSION SVCS - HEALTH INSURANCE	1,786.15
1-1100-461-00-380-001-0- 212	AGRILIFE EXTENSION SVCS - LIFE INSURANCE	13.40
1-1100-461-00-380-001-0- 220	AGRILIFE EXTENSION SVCS - FICA	1,035.28
1-1100-461-00-380-001-0- 230	AGRILIFE EXTENSION SVCS - RETIREMENT	1,299.18
1-1100-461-00-380-001-0- 250	AGRILIFE EXTENSION SVCS - UNEMPLOYMENT COMP	67.67
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures for position(s) created to comply with C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo Law suit case.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

_____/_____/_____
DATE

ATTEST, COUNTY CLERK



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINTENANCE (121-005)

DATE: 07/01/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0108

REQUESTED POSITION TITLE: CALL CENTER MANAGER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 50,000.00 Proposed Budgeted Salary \$ 50,000.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
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)

I C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo


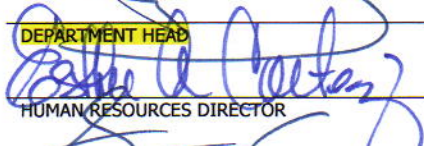

NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		


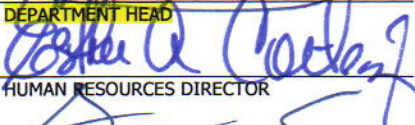

NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

**HIDALGO COUNTY
ROAD AND BRIDGE**

Job Title: Call Center Manager

FLSA: Non-Exempt

Department: 121

Civil Service Status: Non-Exempt

SUMMARY

One of the main goals of the Hidalgo County Precinct 1 Office is to satisfy our constituents without compromising the positive culture and climate set by our administrative team. This position requires strong leadership, communication, problem-solving and networking skills.

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

- **Maintain the highest level of professionalism at all times.**
- **Address constituents' concerns regarding brush, livestock, road, alleys and easements via telephone, office walk-in visits, and/or trips to colonias and road sites.**
- **Receive and address all culvert pipe calls and work orders**
- **Be aware of the Hidalgo County standards as they relate to road ways and the manner to adopt roads for the county.**
- **Be aware of the process that is necessary to assist the constituents in naming roads and also be able to identify and determine county roads, state roads and non-dedicated county roads.**
- **Be able to draft petitions to meet county standards to adopt roads for the purpose of 911 calls, or for the purpose of registering roads for the county**
- **Be able to identify the various drain ditches**
- **Be able to train staff**

EDUCATION

- High School Diploma or General Education Degree (GED);
- Minimum of four (4) years in public administration or government experience;

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;

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 required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, 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 encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition 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;**
- **communicating with others;**

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations;

MAINTENANCE III

GRADE: 05

GENERAL DESCRIPTION

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain records on work orders or projects

May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to five (3-5) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; and to train 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:

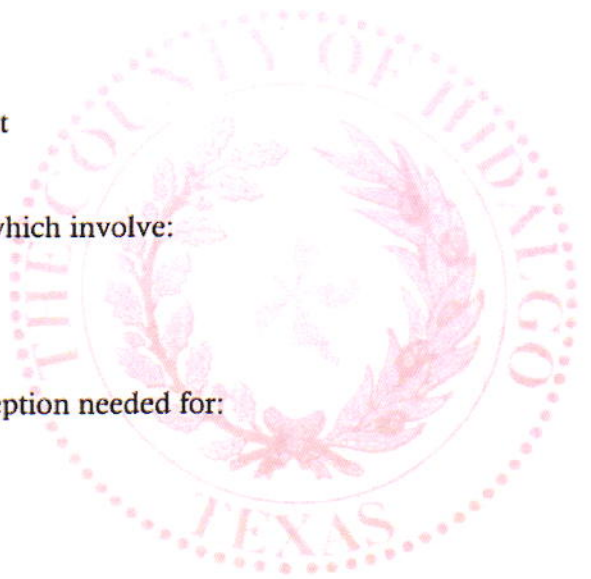
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



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, July 05, 2011

Agenda Item: 27371

Summary of request/proposal:

PCT. 1 ROAD MAINTENANCE(1200):
 Approval to create the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1200	CALL CENTER MANAGER	0108	113	0.00	50,000.00	50,000.00
1200	MAINTENANCE III	0109	113	0.00	38,000.00	38,000.00
				0.00	88,000.00	88,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1200-431-00-121-005-0-	113	PCT. 1 RD MAINT. - REG F/T EMPLOYEES	\$43,661.54
1-1200-431-00-121-005-0-	211	PCT. 1 RD MAINT. - HEALTH INSURANCE	\$3,572.30
1-1200-431-00-121-005-0-	212	PCT. 1 RD MAINT. - LIFE INSURANCE	\$26.80
1-1200-431-00-121-005-0-	220	PCT. 1 RD MAINT. - FICA	\$3,340.11
1-1200-431-00-121-005-0-	230	PCT. 1 RD MAINT. - RETIREMENT	\$4,191.51
1-1200-431-00-121-005-0-	250	PCT. 1 RD MAINT. - UNEMPLOYMENT COMP	\$218.31
1-1200-431-00-121-005-0-	260	PCT. 1 RD MAINT. - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$55,010.57

2012 Budgetary Impact: \$110,874.00

Possible Funding Sources: CO. WIDE ADMINISTRATION - CONTINGENCY

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-121-005-0

AI - 27371

PCT. 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0012	113	SP/PROJ COORD	39,322.00	0.00	39,322.00	0	0.00	0.00	39,322.00	39,322.00	0.00	0.00	0.00	0.00	0.00	39,322.00
0013	113	PAVING SUPVSR	38,098.00	0.00	38,098.00	0	0.00	0.00	38,098.00	38,098.00	1,080.00	0.00	0.00	0.00	0.00	39,178.00
0019	113	TRCK DRIVER I	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	0.00	0.00	0.00	0.00	0.00	34,167.00
0020	113	HEAVY EQ OP III	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	0.00	0.00	0.00	0.00	0.00	34,167.00
0021	113	MAINTENANCE III	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	0.00	0.00	0.00	0.00	0.00	34,167.00
0022	113	HEAVY EQ OP I	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	1,020.00	0.00	0.00	0.00	0.00	35,187.00
0023	113	MAINTENANCE III	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	360.00	0.00	0.00	0.00	0.00	34,527.00
0024	113	MAINTENANCE II	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0025	113	MAINTENANCE III	34,167.00	0.00	34,167.00	0	0.00	0.00	34,167.00	34,167.00	0.00	0.00	0.00	0.00	0.00	34,167.00
0028	113	TRAFFIC CONTROL SPECIALIST I	33,619.00	0.00	33,619.00	0	0.00	0.00	33,619.00	33,619.00	0.00	0.00	0.00	0.00	0.00	33,619.00
0029	113	MECHANIC II	32,578.00	0.00	32,578.00	0	0.00	0.00	32,578.00	32,578.00	480.00	0.00	0.00	0.00	0.00	33,058.00
0030	113	HEAVY EQ OP II	31,771.00	0.00	31,771.00	0	0.00	0.00	31,771.00	31,771.00	1,440.00	0.00	0.00	0.00	0.00	33,211.00
0031	113	MAINTENANCE III	31,190.00	0.00	31,190.00	0	0.00	0.00	31,190.00	31,190.00	0.00	0.00	0.00	0.00	0.00	31,190.00
0036	113	HEAVY EQ OP II	29,852.00	0.00	29,852.00	0	0.00	0.00	29,852.00	23,169.00	0.00	0.00	0.00	0.00	0.00	23,169.00
0037	113	MAINTENANCE II	29,852.00	0.00	29,852.00	0	0.00	0.00	29,852.00	26,201.00	0.00	0.00	0.00	0.00	0.00	26,201.00
0038	113	HEAVY EQ OP II	29,852.00	0.00	29,852.00	0	0.00	0.00	29,852.00	29,852.00	0.00	0.00	0.00	0.00	0.00	29,852.00
0039	113	TRCK DRVER III	29,031.00	0.00	29,031.00	0	0.00	0.00	29,031.00	29,031.00	300.00	0.00	0.00	0.00	0.00	29,331.00
0041	113	TRCK DRVER III	28,026.00	0.00	28,026.00	0	0.00	0.00	28,026.00	28,026.00	960.00	0.00	0.00	0.00	0.00	28,986.00
0042	113	MAINTENANCE II	27,562.00	0.00	27,562.00	0	0.00	0.00	27,562.00	27,562.00	0.00	0.00	0.00	0.00	0.00	27,562.00
0043	113	TRCK DRIVER III	27,562.00	0.00	27,562.00	0	0.00	0.00	27,562.00	27,562.00	0.00	0.00	0.00	0.00	0.00	27,562.00
0044	113	TRCK DRIVER I	26,607.00	0.00	26,607.00	0	0.00	0.00	26,607.00	26,607.00	0.00	0.00	0.00	0.00	0.00	26,607.00
0045	113	HEAVY EQUIPMENT OPERATOR III	26,607.00	0.00	26,607.00	0	0.00	0.00	26,607.00	26,607.00	0.00	0.00	0.00	0.00	0.00	26,607.00
0046	113	HEAVY EQ OP I	26,334.00	0.00	26,334.00	0	0.00	0.00	26,334.00	26,334.00	600.00	0.00	0.00	0.00	0.00	26,934.00
0047	113	TRCK DRVER III	26,334.00	0.00	26,334.00	0	0.00	0.00	26,334.00	26,334.00	0.00	0.00	0.00	0.00	0.00	26,334.00
0048	113	TRCK DRVER III	26,000.00	0.00	26,000.00	0	0.00	0.00	26,000.00	26,000.00	0.00	0.00	0.00	0.00	0.00	26,000.00
0049	113	TRCK DRVER III	26,000.00	0.00	26,000.00	0	0.00	0.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0050	113	TRCK DRVER III	26,000.00	0.00	26,000.00	0	0.00	0.00	26,000.00	26,000.00	0.00	0.00	0.00	0.00	0.00	26,000.00
0052	113	MAINTENANCE I	25,236.00	0.00	25,236.00	0	0.00	0.00	25,236.00	25,236.00	0.00	0.00	0.00	0.00	0.00	25,236.00
0053	113	MAINTENANCE I	25,236.00	0.00	25,236.00	0	0.00	0.00	25,236.00	21,635.00	0.00	0.00	0.00	0.00	0.00	21,635.00
0054	113	HEAVY EQ OP I	25,033.00	0.00	25,033.00	0	0.00	0.00	25,033.00	25,033.00	360.00	0.00	0.00	0.00	0.00	25,393.00
0055	113	DATA ENTRY CLERK	23,988.00	0.00	23,988.00	0	0.00	0.00	23,988.00	23,988.00	0.00	0.00	0.00	0.00	0.00	23,988.00
0056	113	TRCK DRVER III	23,985.00	0.00	23,985.00	0	0.00	0.00	23,985.00	23,985.00	540.00	0.00	0.00	0.00	0.00	24,525.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1200-431-00-121-005-0

AI - 27371

PCT. 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0057	113	MAINTENANCE I	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	21,635.00	0.00	0.00	0.00	0.00	0.00	21,635.00
0058	113	MAINTENANCE I	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0073	113	MAINTENANCE III	33,600.00	0.00	33,600.00	0	0.00	0.00	33,600.00	33,600.00	0.00	0.00	0.00	0.00	0.00	33,600.00
0074	113	TIRE REPAIR	24,000.00	0.00	24,000.00	0	0.00	0.00	24,000.00	24,000.00	0.00	0.00	0.00	0.00	0.00	24,000.00
0078	113	DIESEL MECHANIC	42,000.00	0.00	42,000.00	0	0.00	0.00	42,000.00	42,000.00	0.00	0.00	0.00	0.00	0.00	42,000.00
0080	113	MATERIAL MANAGEMENT MANAGER	40,000.00	0.00	40,000.00	0	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00	0.00	0.00	40,000.00
0085	113	EXECUTIVE ASST	59,568.00	0.00	59,568.00	0	0.00	0.00	59,568.00	59,568.00	0.00	0.00	0.00	5,000.00	0.00	64,568.00
0090	113	ADMINISTRATIVE ASSISTANT V	49,000.00	0.00	49,000.00	0	0.00	0.00	49,000.00	49,000.00	540.00	0.00	0.00	0.00	0.00	49,540.00
0091	113	DIRECTOR OF ROAD & BRIDGE	57,555.00	12,445.00	70,000.00	0	0.00	0.00	70,000.00	60,000.00	0.00	0.00	0.00	0.00	0.00	60,000.00
0093	113	HEAVY EQ OP II	25,256.00	0.00	25,256.00	0	0.00	0.00	25,256.00	25,256.00	0.00	0.00	0.00	0.00	0.00	25,256.00
0095	113	MAINTENANCE III	23,993.00	0.00	23,993.00	0	0.00	0.00	23,993.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0096	113	TRAFFIC SPECIALIST I	20,049.00	0.00	20,049.00	0	0.00	0.00	20,049.00	20,049.00	0.00	0.00	0.00	0.00	0.00	20,049.00
0097	113	TRAFFIC SPECIALIST I	20,049.00	0.00	20,049.00	0	0.00	0.00	20,049.00	20,049.00	0.00	0.00	0.00	0.00	0.00	20,049.00
0099	113	CLERK I	21,164.00	0.00	21,164.00	0	0.00	0.00	21,164.00	21,164.00	0.00	0.00	0.00	0.00	0.00	21,164.00
0100	113	CLERK III	23,993.00	0.00	23,993.00	0	0.00	0.00	23,993.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0101	113	CREW LEADER II	0.00	42,000.00	42,000.00	0	0.00	0.00	42,000.00	39,500.00	540.00	0.00	0.00	0.00	0.00	40,040.00
0102	113	SUPERVISOR	0.00	36,766.00	36,766.00	0	0.00	0.00	36,766.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0103	113	ASSET MANAGEMENT SUPERVISOR	0.00	52,254.00	52,254.00	0	0.00	0.00	52,254.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0104	113	SHOP FOREMAN	0.00	42,000.00	42,000.00	0	0.00	0.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0105	113	VECTOR SPECIALIST	0.00	32,051.00	32,051.00	0	0.00	0.00	32,051.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0106	113	CREW LEADER II	0.00	41,578.00	41,578.00	0	0.00	0.00	41,578.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0107	113	SAFETY COORDINATOR	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		CREATE THE FOLLOWING:														
		↓														
0108	113	CALL CENTER MANAGER	0.00	50,000.00	50,000.00	0	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0109	113	MAINTENANCE III	0.00	38,000.00	38,000.00	0	0.00	0.00	38,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,442,341.00	12,445.00	1,454,786.00		0.00	0.00	1,454,786.00	1,320,698.00	7,680.00	0.00	0.00	5,000.00	27,371.00	1,333,378.00

Approval to create the above regular full-time positions



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 PARKS (121-013)

DATE: 07/01/2011

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: 0023

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 \$ 36,000.00 \$ 36,000.00
Current Budgeted Salary Proposed Budgeted 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:				
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)

TO COMPLY WITH C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo LAW SUIT CASE.

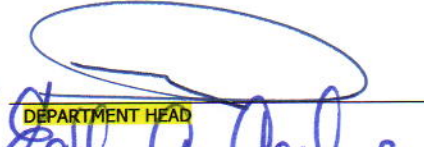
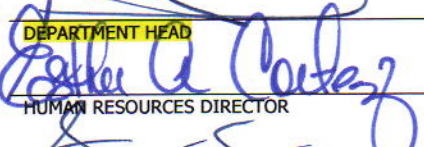
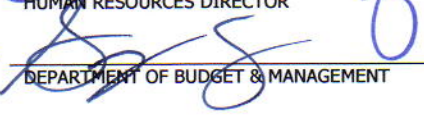
NEW POSITION: Brief job description and attach a copy of the new job description.

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	7-1-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/1/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/1/2011 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:

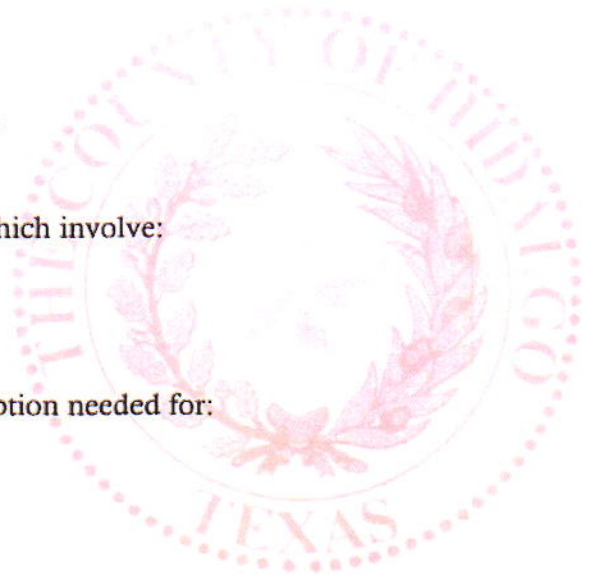
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



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, July 05, 2011

Agenda Item: 27371

Summary of request/proposal:

PCT. 1 PARKS (1100):
Approval to create the following full-time position:

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	ADMINISTRATIVE ASSISTANT III	0023	113	0.00	36,000.00	36,000.00
				0.00	36,000.00	36,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-452-00-121-013-0-	113	PCT. 1 PARKS - REG F/T EMPLOYEES	\$17,861.54
1-1100-452-00-121-013-0-	211	PCT. 1 PARKS - HEALTH INSURANCE	\$1,786.15
1-1100-452-00-121-013-0-	212	PCT. 1 PARKS - LIFE INSURANCE	\$13.40
1-1100-452-00-121-013-0-	220	PCT. 1 PARKS - FICA	\$1,366.41
1-1100-452-00-121-013-0-	230	PCT. 1 PARKS - RETIREMENT	\$1,714.71
1-1100-452-00-121-013-0-	250	PCT. 1 PARKS - UNEMPLOYMENT COMP	\$89.31
1-1100-452-00-121-013-0-	260	PCT. 1 PARKS - WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$22,831.52

2012 Budgetary Impact: \$46,017.00

Possible Funding Sources: CO. WIDE ADMINISTRATION - CONTINGENCY

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

AI - 27371

1-1100-452-00-121-013-0

PCT. 1 PARKS

Slot #	Obj Code	POSITION TITLE	2010 BUDGETED SALARY	2011 ADJUSTED SALARY	2011 BASE SALARY Inc.	% INCREASE	AMOUNT INCREASE	OTHER INCREASE	2011 BUDGETED SALARY APPROVED	2011 ACTUAL SALARY	Other Allowances				2011 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplm. 117	Auto A. 118		Clothing 119
0002	113	FOREMAN	39,966.00	0.00	39,966.00	0	0.00	0.00	39,966.00	39,966.00	660.00	0.00	0.00	0.00	0.00	40,626.00
0003	113	MECHANIC III	34,989.00	0.00	34,989.00	0	0.00	0.00	34,989.00	34,989.00	660.00	0.00	0.00	0.00	0.00	35,649.00
0004	113	ACCOUNTS PAYABLE CLERK	36,750.00	0.00	36,750.00	0	0.00	0.00	36,750.00	36,750.00	340.00	0.00	0.00	0.00	0.00	37,290.00
0007	113	CLERK/RECEPTIONIST	28,301.00	0.00	28,301.00	0	0.00	0.00	28,301.00	28,301.00	600.00	0.00	0.00	0.00	0.00	28,901.00
0008	113	MAINTENANCE II	26,607.00	0.00	26,607.00	0	0.00	0.00	26,607.00	26,607.00	0.00	0.00	0.00	0.00	3.00	26,610.00
0009	113	HEAVY EQ OP I	26,607.00	0.00	26,607.00	0	0.00	0.00	26,607.00	26,607.00	0.00	0.00	0.00	0.00	0.00	26,607.00
0010	113	HEAVY EQ OP III	26,607.00	0.00	26,607.00	0	0.00	0.00	26,607.00	26,607.00	900.00	0.00	0.00	0.00	0.00	27,507.00
0011	113	TRUCK DRIVER III	25,032.00	0.00	25,032.00	0	0.00	0.00	25,032.00	25,032.00	1,020.00	0.00	0.00	0.00	0.00	26,052.00
0012	113	MAINTENANCE I	24,350.00	0.00	24,350.00	0	0.00	0.00	24,350.00	24,350.00	0.00	0.00	0.00	0.00	0.00	24,350.00
0013	113	MAINTENANCE I	24,350.00	0.00	24,350.00	0	0.00	0.00	24,350.00	24,350.00	0.00	0.00	0.00	0.00	0.00	24,350.00
0014	113	MAINTENANCE I	24,350.00	0.00	24,350.00	0	0.00	0.00	24,350.00	24,350.00	0.00	0.00	0.00	0.00	0.00	24,350.00
0015	113	HEAVY EQ OP II	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0016	113	MAINTENANCE II	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0017	113	MAINTENANCE II	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0018	113	MAINTENANCE II	23,635.00	0.00	23,635.00	0	0.00	0.00	23,635.00	23,635.00	0.00	0.00	0.00	0.00	0.00	23,635.00
0019	113	MAINTENANCE I	22,710.00	0.00	22,710.00	0	0.00	0.00	22,710.00	22,710.00	0.00	0.00	0.00	0.00	0.00	22,710.00
0020	113	MAINTENANCE II	22,345.00	0.00	22,345.00	0	0.00	0.00	22,345.00	21,635.00	0.00	0.00	0.00	0.00	0.00	21,635.00
0022	113	DIRECTOR OF PARKS	0.00	55,000.00	55,000.00	0	0.00	0.00	55,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00
CREATE THE FOLLOWING:																
↓																
0023	113	ADMINISTRATIVE ASST. III	0.00	36,000.00	36,000.00	0	0.00	0.00	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			458,186.00	91,000.00	549,186.00				549,186.00	309,876.00	4,380.00	0.00	0.00	0.00	0.00	501,141.00

Approval to create the above regular full-time positions

DATE: July 1, 2011

DEPARTMENT HEAD: Sergio Cruz

2011
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 1 Parks

ACCOUNT NUMBER: 1-1100-4XX-00-1XX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

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
FROM		
1-1100-415-00-115-002-0- 899	CO WIDE ADM - CONTINGENCY	(22,831.52)
TO		
1-1100-452-00-121-013-0- 113	PCT. 1 PARKS - REG F/T EMPLOYEES	17,861.54
1-1100-452-00-121-013-0- 211	PCT. 1 PARKS - HEALTH INSURANCE	1,786.15
1-1100-452-00-121-013-0- 212	PCT. 1 PARKS - LIFE INSURANCE	13.40
1-1100-452-00-121-013-0- 220	PCT. 1 PARKS - FICA	1,366.41
1-1100-452-00-121-013-0- 230	PCT. 1 PARKS - RETIREMENT	1,714.71
1-1100-452-00-121-013-0- 250	PCT. 1 PARKS - UNEMPLOYMENT COMP	89.31
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund salaries and related fringe benefit expenditures for position(s) created to comply with C-1135-10-G; Jose Luis Salas, et al v. County of Hidalgo Law suit case.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /
DATE

ATTEST, COUNTY CLERK