



HIDALGO COUNTY

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: DISTRICT CLERK'S OFFICE

DATE: 07/11/2011

DEPARTMENT NUMBER: 090

PROGRAM NUMBER: 001

CURRENT SLOT #: 046, 057

NO. OF POSITIONS: 2

DEPARTMENT CLASSIFICATION REQUEST: **RECLASSIFICATION**

CURRENT

Slot # 046: COLLECTION SPECIALIST I

G5, S2 \$26,140.00

Slot # 057: COLLECTION SPECIALIST I

G5, S5 \$28,792.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

Slot # 046: COLLECTIONS ENFORCEMENT OFFICER I

G5, S2 \$26,140.00 (SAME)

Slot # 057: COLLECTIONS ENFORCEMENT OFFICER I

G5, S5 \$28,792.00 (SAME)

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

AS REQUESTED *SC mg*

Classification/Position Title

AS REQUESTED *SC mg*

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT/TITLE CHANGE ONLY. TOTAL NUMBER OF POSITION(S) IMPACTED: TWO (2)

SIGNATURES

[Signature]
Human Resources Representative

7/15/2011
Date

Norma G. Garcia
County Treasurer Representative

07/15/11
Date

[Signature]
Budget & Management Representative

07/14/2011
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT CLERK'S OFFICE 180-001

DATE: 07/11/2011

CURRENT POSITION TITLE: COLLECTION ⁵SPECIALIST I

CURRENT SLOT #: 046, 057

REQUESTED POSITION TITLE: COLLECTIONS ENFORCEMENT OFFICER I

REQUEST FOR:

New Position
 Temporary Position
 Position Reclassification*
 Other _____

POSITION SALARY REQUEST:

Slot# 046: 1 pos.	G5,S2 \$26,140.00	G5,S2 \$26,140.00 X 1	-0-
Slot# 057: 1 pos.	G5,S5 \$28,792.00	G5,S5 \$28,792.00 X 1	-0-
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds

Other **NO BUDGETARY IMPACT; TITLE CHANGE ONLY**

POSITION TYPE:

Full Time Employee Object 113
 Part Time Employee Object 114

 Enter hourly rate for temp. positions

Full Time Temporary Object 121
 Part Time Temporary Object 122

 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 checked="" type="checkbox"/>	FLSA:	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)

The District Clerk office requests the position title change in order to coincide with the County Clerk Collections Department position titles.

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)

See attached job description. Title change only.

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	7/14/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/15/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	07/14/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

COLLECTIONS SPECIALIST I**GRADE: 05****GENERAL DESCRIPTION**

The Collections Specialist is responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. This position will report to the Collections Supervisor. Primary responsibilities include following procedures established by the collections department which include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. Specialists may be asked to perform all tasks needed to assist defendants, attorneys, and or staff in their cases/filings that are handled in the District Clerk's Office. Collections specialist receives detailed instruction by department as needed and work under general supervision. Most procedures are pre-established and on the job training is provided. New procedures and/or changes will be set by the District Clerk as needed. Work performance is periodically evaluated by Supervisors. All Collections Specialists are subject to assignment to any District Clerk Departments including: Criminal, Civil, Collections, Special Registry, Accounting, or Child Support.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Date processing entry

Reviewing open accounts for collection efforts

Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

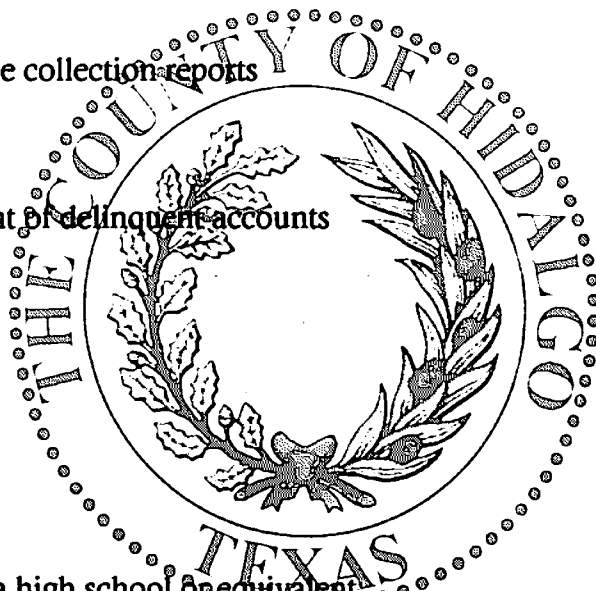
Review and monitor assigned accounts and all applicable collection reports

Provide timely follow-up on payment arrangements

Mail correspondence to customers to encourage payment of delinquent accounts

Faxes documents to accounts and follow up

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years collections experience; Graduation from a high school or equivalent. Graduation from an accredited four year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or field related to the job preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Ability to operate standard office equipment and type forty (40) words per minute

Must possess good communication skills

Flexibility to be cross-trained in various departments

Strong organizational skills

Ability to work independently and to adapt to a fast changing environment

Must have attention to detail with an eye for accuracy

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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

COLLECTIONS ENFORCEMENT OFFICER I

GRADE: 05

GENERAL DESCRIPTION

The Collections Specialist is responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. This position will report to the Collections Supervisor. Primary responsibilities include following procedures established by the collections department which include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. Specialists may be asked to perform all tasks needed to assist defendants, attorneys, and or staff in their cases/filings that are handled in the District Clerk's Office. Collections specialist receives detailed instruction by department as needed and work under general supervision. Most procedures are pre-established and on the job training is provided. New procedures and/or changes will be set by the District Clerk as needed. Work performance is periodically evaluated by Supervisors. All Collections Specialists are subject to assignment to any District Clerk Departments including: Criminal, Civil, Collections, Special Registry, Accounting, or Child Support.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Date processing entry

Reviewing open accounts for collection efforts

Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

PROPOSED

- Review and monitor assigned accounts and all applicable collection reports
- Provide timely follow-up on payment arrangements
- Mail correspondence to customers to encourage payment of delinquent accounts
- Faxes documents to accounts and follow up
- Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years collections experience; Graduation from a high school or equivalent; Graduation from an accredited four year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or field related to the job preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of personal computers, office practices and procedures
- Ability to meet and deal effectively with the public
- Ability to operate standard office equipment and type forty (40) words per minute
- Must possess good communication skills
- Flexibility to be cross-trained in various departments
- Strong organizational skills
- Ability to work independently and to adapt to a fast changing environment
- Must have attention to detail with an eye for accuracy
- Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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.

PROPOSED

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

CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: COUNTY CLERK'S OFFICE

DATE: 07/11/2011

DEPARTMENT NUMBER: 180

PROGRAM NUMBER: 001

CURRENT SLOT #: 018, 019, 020, 021, 022, 023, 024, 069

NO. OF POSITIONS: 8

DEPARTMENT CLASSIFICATION REQUEST: **RECLASSIFICATION**

CURRENT

Slot #'s 018 - 024: COLLECTIONS SPECIALIST II

G7, S2 \$30,489.00

Slot # 069: COLLECTIONS SPECIALIST II

G7, S1 \$29,458.00

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

Slot #'s 018 - 024: COLLECTIONS ENFORCEMENT OFFICER II

G7, S2 \$30,489.00

Slot # 069: COLLECTIONS ENFORCEMENT OFFICER II

G7, S1 \$29,458.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

AS REQUESTED

Classification/Position Title

AS REQUESTED

Pay Grade/Salary

COMMENTS:

NO BUDGETARY IMPACT/ TITLE CHANGE ONLY. TOTALNUMBER OF POSITION(S) IMPACTED: EIGHT (8)

SIGNATURES

[Signature]
Human Resources Representative

7/15/2011
Date

[Signature]
County Treasurer Representative

07/15/11
Date

[Signature]
Budget & Management Representative

07/14/2011
Date



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CO. CLERKS OFFICE 180-001

DATE: 07/11/2011

CURRENT POSITION TITLE: COLLECTION SPECIALIST II

CURRENT SLOT. #: 018, 019, 020,
021, 022, 023, 024, 069

REQUESTED POSITION TITLE: COLLECTIONS ENFORCEMENT OFFICER II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

Slot#s : 018 - 024: 7 pos.	G7,S2 \$30,489.00	G7,S2 \$30,489.00 x 7	-0-
Slot# 069: 1 pos.	G7,S1 \$29,458.00	G7,S1 \$29,458.00 x 1	-0-
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other **NO BUDGETARY IMPACT; TITLE CHANGE ONLY**

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)

The new title is more accurately describes the duties and responsibilities of the employees that enforce the orders of collecting court costs and fines as assessed by the the courts.

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)

NO CHANGES

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Annette C. Muniz DEPARTMENT HEAD	07/14/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/15/2011 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	07/14/2011 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

COLLECTIONS SPECIALIST II**GRADE: 07****GENERAL DESCRIPTION**

The Collections Specialist is responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. This position will report to the Collections Supervisor. Primary responsibilities include following procedures established by the collections department which include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. Specialists may be asked to perform all tasks needed to assist defendants, attorneys, and or staff in their cases/filings that are handled in the District Clerk's Office. Collections specialist receives detailed instruction by department as needed and work under general supervision. Most procedures are pre-established and on the job training is provided. New procedures and/or changes will be set by the District Clerk as needed. Work performance is periodically evaluated by Supervisors. All Collections Specialists are subject to assignment to any District Clerk Departments including: Criminal, Civil, Collections, Special Registry, Accounting, or Child Support.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Date processing entry

Reviewing open accounts for collection efforts

Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

Review and monitor assigned accounts and all applicable collection reports

Provide timely follow-up on payment arrangements

Mail correspondence to customers to encourage payment of delinquent accounts

Faxes documents to accounts and follow up

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years collections experience; Graduation from a high school or equivalent, Graduation from an accredited four year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or field related to the job preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Ability to operate standard office equipment and type forty (40) words per minute

Must possess good communication skills

Flexibility to be cross-trained in various departments

Strong organizational skills

Ability to work independently and to adapt to a fast changing environment

Must have attention to detail with an eye for accuracy

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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

COLLECTIONS ENFORCEMENT OFFICER II

GRADE: 07

GENERAL DESCRIPTION

The Collections Specialist is responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. This position will report to the Collections Supervisor. Primary responsibilities include following procedures established by the collections department which include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. Specialists may be asked to perform all tasks needed to assist defendants, attorneys, and or staff in their cases/filings that are handled in the District Clerk's Office. Collections specialist receives detailed instruction by department as needed and work under general supervision. Most procedures are pre-established and on the job training is provided. New procedures and/or changes will be set by the District Clerk as needed. Work performance is periodically evaluated by Supervisors. All Collections Specialists are subject to assignment to any District Clerk Departments including: Criminal, Civil, Collections, Special Registry, Accounting, or Child Support.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Date processing entry

Reviewing open accounts for collection efforts

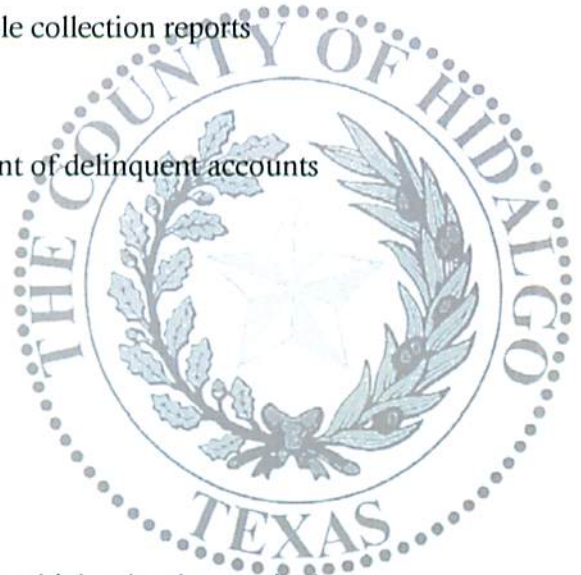
Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

- Review and monitor assigned accounts and all applicable collection reports
- Provide timely follow-up on payment arrangements
- Mail correspondence to customers to encourage payment of delinquent accounts
- Faxes documents to accounts and follow up
- May train others
- Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years collections experience; Graduation from a high school or equivalent; Graduation from an accredited four year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or field related to the job preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of personal computers, office practices and procedures
- Ability to meet and deal effectively with the public
- Ability to operate standard office equipment and type forty (40) words per minute
- Must possess good communication skills
- Flexibility to be cross-trained in various departments
- Strong organizational skills
- Ability to work independently and to adapt to a fast changing environment
- Must have attention to detail with an eye for accuracy
- Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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- operating assigned equipment

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- 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 19, 2011

Agenda Item: 27469

Summary of request/proposal:

CO. CLERKS (RECLASSIFICATIONS):

1. Approval to reclassify eight (8) regular full time positions, from Collections Specialist II to Collections Enforcement Officer II, title change only; reviewed and recommended by Classification Committee, as per section 3.22 of the Civil Service Commission Rules, effective next full pay period (08/01/11).
2. Approval to delete the Collections Specialist II classification from the position inventory.

Fund	Current Position Title	Slot#	Obj	G	S	Proposed Position Title	Slot#	Obj	G	S	Current Step & Grade Salary	Proposed Step & Grade Salary	Total Adjustment/ Salary Requested
1100	COLLECTIONS SPEC. II	0018	113	7	2	COLLECTIONS ENFORC. OFFI. II	0018	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0019	113	7	2	COLLECTIONS ENFORC. OFFI. II	0019	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0020	113	7	2	COLLECTIONS ENFORC. OFFI. II	0020	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0021	113	7	2	COLLECTIONS ENFORC. OFFI. II	0021	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0022	113	7	2	COLLECTIONS ENFORC. OFFI. II	0022	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0023	113	7	2	COLLECTIONS ENFORC. OFFI. II	0023	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0024	113	7	2	COLLECTIONS ENFORC. OFFI. II	0024	113	7	2	\$30,489.00	\$30,489.00	\$0.00
1100	COLLECTIONS SPEC. II	0069	113	7	1	COLLECTIONS ENFORC. OFFI. II	0069	113	7	1	\$29,458.00	\$29,458.00	\$0.00
TOTAL:												\$0.00	

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	AMOUNT	ACCOUNT (OBJECT) NAME	AMOUNT
1-1100-415-40-180-001-0-113	\$0.00	CO. CLERK'S- REG F/T EMPLOYEES	\$0.00
1-1100-415-40-180-001-0-211	\$0.00	CO. CLERK'S- HEALTH INSURANCE	\$0.00
1-1100-415-40-180-001-0-212	\$0.00	CO. CLERK'S- LIFE INSURANCE	\$0.00
1-1100-415-40-180-001-0-220	\$0.00	CO. CLERK'S- FICA	\$0.00
1-1100-415-40-180-001-0-230	\$0.00	CO. CLERK'S- RETIREMENT	\$0.00
1-1100-415-40-180-001-0-250	\$0.00	CO. CLERK'S- UNEMPLOYMENT COMP	\$0.00
1-1100-415-40-180-001-0-260	\$0.00	CO. CLERK'S- WORKER'S COMP	\$0.00
2011 Budgetary Impact			\$0.00

2012 Budgetary Impact: \$0.00

Possible Funding Sources: **NO BUDGETARY IMPACT**

COMMENTS: TITLE CHANGE ONLY.

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**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-415-40-180-001-0

AI - 27469

CO CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2011 GRADE & STEP SALARY	2011 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2011 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY CLERK				\$87,360.00	\$87,360.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$95,360.00
0002	113	CHIEF DEPUTY II	19	1	\$74,182.00	\$74,182.00	\$74,182.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,782.00
0003	113	OFFICE MANAGER	17	1	\$63,599.00	\$63,599.00	\$63,599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,599.00
0004	113	COURTS MANAGER	13	3	\$50,019.00	\$50,019.00	\$50,019.00	\$1,740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,759.00
0005	113	INTERNAL AUDITOR III	13	3	\$50,019.00	\$50,019.00	\$50,554.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,334.00
0006	113	COLLECTIONS SUPERVISOR	13	0	\$44,410.00	\$44,410.00	\$44,410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,410.00
0008	113	ADMINISTRATIVE ASSISTANT III	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,815.00
0009	113	EXECUTIVE ASSISTANT II	13	1	\$46,747.00	\$46,747.00	\$39,493.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,493.00
0010	113	DEPUTY COUNTY CLERK III	9	4	\$37,969.00	\$37,969.00	\$37,969.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,769.00
0012	113	DEPUTY COUNTY CLERK II	7	6	\$34,613.00	\$34,613.00	\$34,613.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,913.00
0013	113	DEPUTY COUNTY CLERK II	7	6	\$34,613.00	\$34,613.00	\$34,613.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,513.00
0014	113	DEPUTY COUNTY CLERK II	7	6	\$34,613.00	\$34,613.00	\$34,971.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,631.00
0015	113	DEPUTY COUNTY CLERK III	9	1	\$34,360.00	\$34,360.00	\$34,748.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,008.00
0016	113	DEPUTY COUNTY CLERK II	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,178.00
0017	113	DEPUTY COUNTY CLERK II	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,489.00
RECLASSIF.- TITLE CHANGE ONLY: COLLECTIONS ENFORCEMENT OFFICER II													
0018	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,909.00
0019	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,969.00
0020	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,489.00
0021	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,029.00
0022	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,149.00
0023	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0024	113	COLLECTIONS SPECIALIST-H	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,489.00
0025	113	DEPUTY COUNTY CLERK I	5	5	\$28,792.00	\$28,792.00	\$29,012.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,492.00
0026	113	ADMINISTRATIVE ASSISTANT III	8	1	\$31,815.00	\$31,815.00	\$31,815.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,815.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-415-40-180-001-0

AI - 27469

CO CLERK

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	
0027	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0028	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$27,908.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,208.00
0029	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$27,908.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,568.00
0030	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$27,908.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,388.00
0031	113	DEPUTY COUNTY CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0032	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$27,908.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,908.00
0033	113	DEPUTY COUNTY CLERK I	5	4	\$27,908.00	\$27,908.00	\$27,908.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,388.00
0034	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0035	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0036	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,384.00
0037	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0038	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,684.00
0039	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0040	113	DEPUTY COUNTY CLERK I	5	2	\$26,140.00	\$26,140.00	\$26,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,140.00
0041	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0042	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0043	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0044	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0045	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0046	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0047	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,504.00
0048	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,324.00
0049	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,324.00
0050	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0051	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-415-40-180-001-0

CO CLERK

AI - 27469

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
0052	113	DEPUTY COUNTY CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0053	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,324.00
0054	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0055	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0056	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0057	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0058	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0059	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0060	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0061	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0062	114	ASSISTANT DEPUTY COUNTY CLERK	3	3	\$23,169.00	\$23,169.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00
0063	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0064	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0065	114	ASSISTANT DEPUTY COUNTY CLERK	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
0066	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0067	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,411.00
0068	113	COLLECTIONS ANALYST	12	2	\$44,799.00	\$44,799.00	\$44,799.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,099.00
RECLASSIF. - TITLE CHANGE ONLY: COLLECTIONS ENFORCEMENT OFFICER II													
0069	113	COLLECTIONS SPECIALIST II	7	1	\$29,458.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$2,011,660.00	\$2,099,020.00	\$2,033,642.00	\$15,960.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$2,057,602.00

Reclassifications:

Approval to reclassify eight (8) regular full time positions, from Collections Specialist II to Collections Enforcement Officer II, title change only; reviewed and recommended by Classification Committee, as per section 3.22 of the Civil Service Commission Rules, effective next full pay period (08/01/11).

Approval to delete the Collections Specialist II classification from the position inventory.

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-412-00-090-001-0

AI - 27469

DISTRICT CLERK

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	
0001	111	DISTRICT CLERK				\$87,360.00	\$87,360.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$182,720.00
0002	113	CHIEF DEPUTY II	19	1	\$74,182.00	\$74,182.00	\$74,182.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,182.00
0003	113	CHIEF OF APPEALS	15	1	\$54,526.00	\$54,526.00	\$54,600.00	\$1,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,220.00
0004	113	ASSISTANT CHIEF DEPUTY	15	1	\$54,526.00	\$54,526.00	\$54,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,600.00
0005	113	EXECUTIVE ASSISTANT II	13	3	\$50,019.00	\$50,019.00	\$50,232.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,712.00
0006	113	ACCOUNTANT III	12	3	\$46,314.00	\$46,314.00	\$46,314.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,154.00
0007	113	ACCOUNTANT III	12	3	\$46,314.00	\$46,314.00	\$46,314.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,314.00
0008	113	DEPUTY DISTRICT CLERK I	5	6	\$29,676.00	\$29,676.00	\$29,676.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,976.00
0009	113	DEPUTY DISTRICT CLERK II	7	5	\$33,582.00	\$33,582.00	\$33,582.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,002.00
0010	113	DEPUTY DISTRICT CLERK II	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,818.00
0011	113	DEPUTY DISTRICT CLERK II	7	4	\$32,551.00	\$32,551.00	\$32,985.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,465.00
0012	113	DEPUTY DISTRICT CLERK II	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,298.00
0013	113	DEPUTY DISTRICT CLERK II	7	4	\$32,551.00	\$32,551.00	\$32,684.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,104.00
0014	113	DEPUTY DISTRICT CLERK II	7	4	\$32,551.00	\$32,551.00	\$32,551.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,091.00
0015	113	DEPUTY DISTRICT CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0016	113	DEPUTY DISTRICT CLERK II	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,489.00
0017	113	DEPUTY DISTRICT CLERK II	7	3	\$31,520.00	\$31,520.00	\$31,896.00	\$1,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,516.00
0018	113	DEPUTY DISTRICT CLERK II	7	3	\$31,520.00	\$31,520.00	\$31,896.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,976.00
0019	113	DEPUTY DISTRICT CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0020	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0021	113	DEPUTY DISTRICT CLERK II	7	3	\$31,520.00	\$31,520.00	\$31,520.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,180.00
0022	113	DEPUTY DISTRICT CLERK II	7	3	\$31,520.00	\$31,520.00	\$31,520.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,240.00
0023	113	DEPUTY DISTRICT CLERK II	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,458.00
0024	113	DEPUTY DISTRICT CLERK II	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,789.00
0025	113	DEPUTY DISTRICT CLERK II	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,509.00

**HIDALGO COUNTY
COMMISSIONER COURT
2011 SALARY SCHEDULE**

1-1100-412-00-090-001-0

AI - 27469

DISTRICT CLERK

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		
0026	113	EXECUTIVE ASSISTANT IV	17	1	\$63,599.00	\$63,599.00	\$63,599.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,599.00
0027	113	DEPUTY DISTRICT CLERK II	7	2	\$30,489.00	\$30,489.00	\$30,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,489.00
0028	113	DEPUTY DISTRICT CLERK I	5	4	\$27,908.00	\$27,908.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0029	113	DEPUTY DISTRICT CLERK II	7	1	\$29,458.00	\$29,458.00	\$29,728.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,328.00
0030	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0031	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
0032	113	DEPUTY DISTRICT CLERK I	5	2	\$26,140.00	\$26,140.00	\$26,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00
0033	113	DEPUTY DISTRICT CLERK I	5	4	\$27,908.00	\$27,908.00	\$28,313.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,673.00
0034	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0035	113	DEPUTY DISTRICT CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0036	113	DEPUTY DISTRICT CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0037	113	DEPUTY DISTRICT CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0038	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0039	113	DEPUTY DISTRICT CLERK I	5	6	\$29,676.00	\$29,676.00	\$29,676.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,676.00
0040	113	DEPUTY DISTRICT CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0041	113	DEPUTY DISTRICT CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,128.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,728.00
0042	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0043	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0044	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0045	113	DEPUTY DISTRICT CLERK I	5	4	\$27,908.00	\$27,908.00	\$28,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
		RECLASSIF.- TITLE CHANGE ONLY: COLLECTIONS ENFORCEMENT OFFICER I												
0046	113	COLLECTIONS SPECIALIST I	5	2	\$26,140.00	\$26,140.00	\$26,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,140.00
0047	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0048	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00

HIDALGO COUNTY
COMMISSIONER COURT
 2011 SALARY SCHEDULE

1-1100-412-00-090-001-0

AI - 27469

DISTRICT CLERK

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
0053	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0054	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0055	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
0056	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
		RECLASSIF. - TITLE CHANGE ONLY: COLLECTIONS ENFORCEMENT OFFICER I											
0057	113	COLLECTIONS SPECIALIST I	5	5	\$28,792.00	\$28,792.00	\$28,792.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,792.00
0058	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
0059	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0060	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
0061	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0062	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0063	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00
0064	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0065	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,736.00
0066	113	DEPUTY DISTRICT CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0067	113	ACCOUNTANT IV	14	1	\$50,487.00	\$50,487.00	\$50,554.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,554.00
0071	113	ASSISTANT DEPUTY DISTRICT CLERK	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
0072	113	ASSISTANT DEPUTY DISTRICT CLERK	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
TOTAL					\$1,957,259.00	\$2,044,619.00	\$2,049,153.00	\$1,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,158,553.00

Reclassifications:

Approval to reclassify two (2) regular full time positions, from Collections Specialist I to Collections Enforcement Officer I, title change only; reviewed and recommended by Classification Committee, as per section 3.22 of the Civil Service Commission Rules, effective next full pay period (08/01/11).

Approval to delete the Collections Specialist I classification from the position inventory.