

AI-23334

24. B. 1.

CC REGULAR

Meeting Date: 10/12/2010

Submitted For: Co Clerk's Office

Submitted By: Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Deletions/ Reclassifications:

- a. Approval to delete/ reclassify the following full time position(s) in the Classification and Compensation Plan (Position Inventory) , effective 10/25/10, as per the Hidalgo County Personnel Handbook. Reviewed and recommended by the Classification Committee.

Action	Slot No.	Dept Name/ No.	Current Position Title	Current Grade Level	Proposed Position Title	Proposed/ Recommended Grade Level	No. of Positions
Deletion	007	Co. Clerk 180-001	Public Information Specialist	8	N/A	N/A	1
Reclassification	009	Co. Clerk 180-001	Executive Assistant I	11	Executive Assistant II	13	1

- b. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2010

ACCT. #: 0-1100-415-40-180-001-0-XXX

FUNDS AVAILABLE Y/N?: YES MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

FUNDS AVAILABLE FROM DELETED PUBLIC INFORMATION SPECIALIST POSITION.

Attachments

FISCAL NOTE

REVISED SALARY SCHEDULE

DELETION- BACKUP

RECLASSIFICATION BACKUP

Form Review

Inbox	Reviewed By	Date
Rosalinda Cantu (Originator)	Rosie Cantu	10/05/2010 03:22 PM
Budget & Management	Sylvia Solis	10/06/2010 08:40 AM
Rosalinda Cantu (Originator)	Rosie Cantu	10/07/2010 03:06 PM
Budget & Management	Sylvia Solis	10/07/2010 03:27 PM

Sylvia Solis

Sylvia Solis

10/08/2010 02:45 PM

Rosalinda Cantu (Originator)

Rosie Cantu

10/08/2010 02:49 PM

Auditor's Office

Angela Garcia

10/08/2010 03:56 PM

Form Started By: Rosie Cantu

Started On: 10/05/2010 12:00 PM

Final Approval Date: 10/08/2010



HIDALGO COUNTY
CLASSIFICATION COMMITTEE
RECOMMENDATION FORM

DEPARTMENT NAME: CO CLERK'S OFFICE

DATE: 10/04/2010

DEPARTMENT NUMBER: 180

PROGRAM NUMBER: 001

CURRENT SLOT #: 009

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST - RECLASSIFICATION

CURRENT

EXECUTIVE ASSISTANT I

\$39,493.00 G11 S0

Classification/Position Title

Pay Grade/Salary

REQUESTED GRADE/ TITLE:

EXECUTIVE ASSISTANT II

\$46,747.00 G13 S1

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

Executive Assistant II

\$46,747.00 G13 S1

Classification/Position Title

Pay Grade/Salary

COMMENTS:

AFFECTED NO. OF POSITIONS- 1

SIGNATURES

Human Resources Representative

Date

10.04.10

County Treasurer Representative

Date

10/04/10

Budget & Management Representative

Date

10/04/10

HIDALGO COUNTY
DBM



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY CLERKS OFFICE

DATE: AUGUST 11, 2010

CURRENT POSITION TITLE: EXECUTIVE ASSISTANT II

CURRENT SLOT. #: 001-0009

REQUESTED POSITION TITLE: EXECUTIVE ASSISTANT II
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 39,493.00 *Grade 11 Step D* 46,747.00 *Grade 13 Step 1* 7,254.00
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 FUNDED FROM DELETED POSITION / 001-0007 PUBLIC INFORMATION OFFICER

POSITION Type:

Full Time Employee Part Time Employee _____
Object 113 Object 114 Enter hourly rate for temp. positions

Full Time Temporary Part Time Temporary \$ _____
Object 121 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 FLSA: Exempt
 Non-Exempt Non-Exempt
 N/A *bc*

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

EMPLOYEE GIVEN ADDITIONAL RESPONSIBILITIES AND DUTIES FROM DELETED POSITION

HIDALGO COUNTY BUDGET OFFICE
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NEW POSITION: Brief job description and attach a copy of the new job description.
(SEE ATTACHED)

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


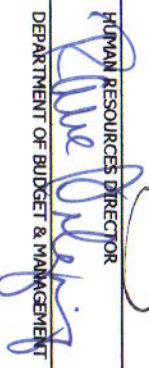
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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HIDALGO COUNTY
BUDGET OFFICE

1.		DATE	8/11/10	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE		PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.		DATE	10/05/10	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE				

EXECUTIVE ASSISTANT I

O/P/D

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May assign and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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.

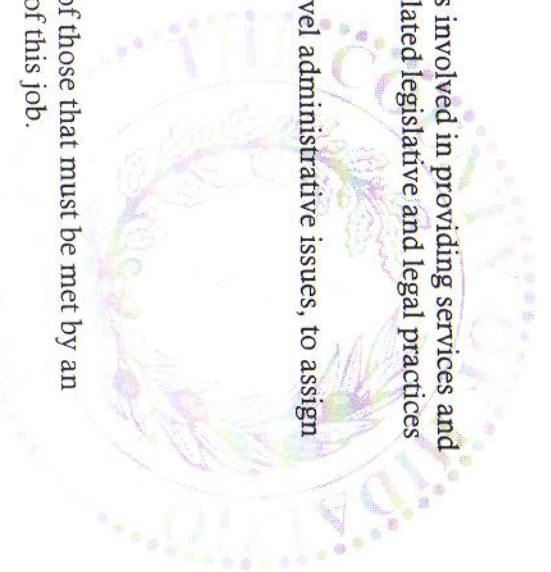
SAFETY REQUIREMENTS:

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



EXECUTIVE ASSISTANT II

New

GRADE: 13

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Provides administrative and technical assistance to a County executive
- Plans, prepares, or oversees the preparation of periodic and special reports
- Interprets policies and procedures and makes administrative decisions
- Develops administrative procedures, standards, and methods
- Oversees the preparation of manuals and publications
- Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County
- Coordinates work with other governmental agencies and private organizations
- Advises the County's executive on administrative matters within the department or county
- May assist the executive with general human resource management actions
- May assist in budget preparation
- May plan, assign, and/or supervise the work of others
- May plan and coordinate special and administrative assignments and programs
- Performs related work as assigned

HIDALGO COUNTY
BUDGET OFFICE
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GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years related experience. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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

HIDALGO COUNTY
BUDGET OFFICE
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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
BUDGET OFFICE
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**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

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

COUNTY CLERK

AI- 23334

REVISED 10/07/10

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2010 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				68,729.00	68,729.00	540.00	0.00	0.00	0.00	0.00	69,269.00
0003	113	OFFICE MANAGER				60,211.00	60,211.00	0.00	0.00	0.00	0.00	0.00	60,211.00
0004	113	COURTS MANAGER	13	3	50,019.00	50,019.00	50,019.00	1,680.00	0.00	0.00	0.00	0.00	51,699.00
0005	113	INTERNAL AUDITOR III	13	3	50,019.00	50,019.00	50,554.00	720.00	0.00	0.00	0.00	0.00	51,274.00
0006	113	COLLECTIONS SUPERVISOR	13	1	46,747.00	46,747.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		DELETION OF POSITION											
0007	113	↓ ↓ PUBLIC INFORMATION SPECIALIST	8	1	31,815.00	31,815.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
		RECLASSIFICATION OF POSITION											
0009	113	EXECUTIVE ASSISTANT II ↓ ↓ EXECUTIVE ASSISTANT I	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	1,740.00	0.00	0.00	0.00	0.00	39,709.00
0012	113	DEPUTY COUNTY CLERK II	7	6	34,613.00	34,613.00	34,613.00	0.00	0.00	0.00	0.00	0.00	34,613.00
0013	113	DEPUTY COUNTY CLERK II	7	6	34,613.00	34,613.00	34,613.00	840.00	0.00	0.00	0.00	0.00	35,453.00
0014	113	DEPUTY COUNTY CLERK II	7	6	34,613.00	34,613.00	34,971.00	600.00	0.00	0.00	0.00	0.00	35,571.00
0015	113	DEPUTY COUNTY CLERK III	9	1	34,360.00	34,360.00	34,748.00	1,200.00	0.00	0.00	0.00	0.00	35,948.00
0016	113	DEPUTY COUNTY CLERK II	7	1	29,458.00	29,458.00	29,458.00	660.00	0.00	0.00	0.00	0.00	30,118.00
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
0018	113	COLLECTIONS SPECIALIST II	7	2	30,489.00	30,489.00	30,489.00	360.00	0.00	0.00	0.00	0.00	30,849.00
0019	113	COLLECTIONS SPECIALIST II	7	2	30,489.00	30,489.00	30,489.00	420.00	0.00	0.00	0.00	0.00	30,909.00
0020	113	COLLECTIONS SPECIALIST 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
0021	113	COLLECTIONS SPECIALIST II	7	2	30,489.00	30,489.00	30,489.00	480.00	0.00	0.00	0.00	0.00	30,969.00
0022	113	COLLECTIONS SPECIALIST II	7	2	30,489.00	30,489.00	30,489.00	600.00	0.00	0.00	0.00	0.00	31,089.00
0023	113	COLLECTIONS SPECIALIST II	7	2	30,489.00	30,489.00	30,489.00	540.00	0.00	0.00	0.00	0.00	31,029.00
0024	113	COLLECTIONS SPECIALIST 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
0025	113	DEPUTY COUNTY CLERK I	5	5	28,792.00	28,792.00	29,012.00	420.00	0.00	0.00	0.00	0.00	29,432.00

**HIDALGO COUNTY
COMMISSIONER COURT
2010 SALARY SCHEDULE**

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

COUNTY CLERK

AI- 23334

REVISED 10/07/10

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2010 GRADE & STEP SALARY	2010 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2010 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
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	3	27,024.00	27,024.00	27,024.00	0.00	0.00	0.00	0.00	0.00	27,024.00
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	20,800.00	0.00	0.00	0.00	0.00	0.00	20,800.00
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	0.00	0.00	0.00	0.00	0.00	44,799.00
Total					1,851,355.00	2,067,655.00	1,975,984.00	13,560.00	0.00	0.00	8,000.00	0.00	2,037,037.00

(1) Approval to delete one full time Public Information Specialist position, slot no. 007, Grade level 8.

(2) Approval to reclassify one full time Executive Assistant I position, slot no. 009, Grade level 11 to Executive Assistant II, Grade level 13 in the Classification and Compensation Plan (Job Description Index) , effective 10/25/10. Reviewed and recommended by the Classification Committee.