



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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	 DEPARTMENT HEAD	03/12/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/23/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	3/23/2012 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.

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

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

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	03/12/2012 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/23/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	3/23/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: INFO TECH DEPARTMENT

DATE: 3/27/2012

DEPARTMENT NUMBER: 200

PROGRAM NUMBER: 001

CURRENT SLOT #: 0022

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

### CURRENT

TECHNICAL SPECIALIST II  
Classification/Position Title

46,725.00 (GRADE 12/ STEP 3)  
Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

TECHNICAL SERVICES ADMINISTRATOR  
Classification/Position Title

63,599.00 (GRADE 17/ STEP 1)  
Pay Grade/Salary

### COMMITTEE RECOMMENDATION

TECHNICAL SERVICES ADMINISTRATOR  
Classification/Position Title

63,599.00 (GRADE 17/ STEP 1)  
Pay Grade/Salary

### COMMENTS:

Include classification for the Technical Services Administrator position under the Classification & Compensation Pay Plan position inventory.

### SIGNATURES

Human Resources Representative

Date

County Treasurer Representative

03/23/12  
Date

Budget & Management Representative

3/23/2012  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: INFORMATION TECHNOLOGY

DATE: 12/16/2011

CURRENT POSITION TITLE: TECHNICAL SPECIALIST II

CURRENT SLOT #: 0022

REQUESTED POSITION TITLE: TECHNICAL SERVICES ADMINISTRATOR  
(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:    \$ 46,725                      \$ 63,599                      \$ 16,874  
   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 Funds from deletion of position

**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)

Critical business need for a position that has assumed more duties and greater responsibilities including the supervision of technical support staff, assisting in the implementation of new county wide IT projects, responsible for contract interpretation and liaison between vendors for technology related purchases, as well as inventory control, software licenses, and infrastructure services.

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

In charge of infrastructure needs; construction, maintenance or changes to county facilities as it relates to technology.

Supervise IT Technician personnel. Manage IT help desk process. Manage IT inventory install across the county. On call 24 hours.

Charged with procurement process as it relates to technology. Liasons with technical staff of different departments and agencies.



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

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	Renan Ramirez DEPARTMENT HEAD	12/16/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	3/23/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	3/23/2014 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: INFO TECH DEPARTMENT

DATE: 3/27/2012

DEPARTMENT NUMBER: 200

PROGRAM NUMBER: 001

CURRENT SLOT #: 0009

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

TECHNICIAN III  
Classification/Position Title

31,815.00 (GRADE 8/ STEP 1)  
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

TECHNICAL SPECIALIST I  
Classification/Position Title

37,109.00 (GRADE 10/ STEP 1)  
Pay Grade/Salary

COMMITTEE RECOMMENDATION

TECHNICAL SPECIALIST I  
Classification/Position Title

37,109.00 (GRADE 10/ STEP 1)  
Pay Grade/Salary

COMMENTS:

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\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES

Human Resources Representative

Date

County Treasurer Representative

03/23/12  
Date

Budget & Management Representative

3/23/2012  
Date



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

Employee must be well rounded in order to make effective decisions due to the uptime of the critical systems

that are administered. Employee is to administer virtual desktop infrastructure, virtual servers, access control system, security

camera system, basic networking and hardware repair.

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

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	Renan Ramirez DEPARTMENT HEAD	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<i>[Signature]</i> HUMAN RESOURCES DIRECTOR	3/23/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<i>[Signature]</i> DEPARTMENT OF BUDGET & MANAGEMENT	3/23/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: INFO TECH DEPARTMENT

DATE: 3/27/2012

DEPARTMENT NUMBER: 200

PROGRAM NUMBER: 001

CURRENT SLOT #: 0006

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

APPLICATION DEVELOPER III  
Classification/Position Title

55,788.00 (GRADE 14/ STEP 4)  
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

DEVELOPER AND SYSTEM ENGINEER  
Classification/Position Title

63,599.00 (GRADE 17/ STEP 1)  
Pay Grade/Salary

COMMITTEE RECOMMENDATION

DEVELOPER AND SYSTEM ENGINEER  
Classification/Position Title

63,599.00 (GRADE 17/ STEP 1)  
Pay Grade/Salary

COMMENTS:

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SIGNATURES

  
Human Resources Representative

  
Date

  
County Treasurer Representative

03/23/12  
Date

  
Budget & Management Representative

3/23/2012  
Date



# HIDALGO COUNTY

## Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: INFORMATION TECHNOLOGY

DATE: December 19, 2011

CURRENT POSITION TITLE: Application Developer III

CURRENT SLOT #: 0006

REQUESTED POSITION TITLE: Developer and System Engineer

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount:    \$ 55,788.00    \$ 63,599.00    \$ 7,811.00  
    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 Funds from deletion of position

**POSITION Type:**

Full Time Employee  Part Time Employee   
 Object 113     Object 114

Full Time Temporary  Part Time Temporary  \$ \_\_\_\_\_  
 Object 121     Object 122

Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
<b>CIVIL SERVICE:</b>				
Exempt	<input type="checkbox"/>	FLSA:	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>			

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

Critical business need as employees researches, designs, develops, & maintains enterprise-wide software systems & data migration, integration and management tools. This position acts as the IT Security officer and is in charge of critical Security monitoring software, hardware and systems.

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

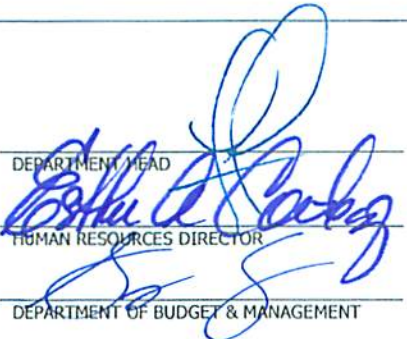


**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

Monitor and improve computer, internet and network security, Monitor internet usage for acceptable use violations, Network virus control and monitoring, Support the County Treasurer's department, Facilitate salary, benefits and accounts data migration. Perform high level tech support as needed.

**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	<u>2/8/2012</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>3/23/2012</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/23/2012</u> 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 RECLASIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>Kevin Ramirez</u> DEPARTMENT HEAD	<u>12/16/2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>3/23/2012</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>3/23/2012</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			