



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: CONSTABLE PCT. 1

DATE: 3/21/2012

DEPARTMENT NUMBER: 291

PROGRAM NUMBER: 001

CURRENT SLOT #: 0008

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

### CURRENT

ADMINISTRATIVE ASSISTANT II  
Classification/Position Title

30,141.00 (GRADE 6/ STEP 4)  
Pay Grade/Salary

### REQUESTED GRADE/ TITLE:

ADMINISTRATIVE ASSISTANT III  
Classification/Position Title

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

### COMMITTEE RECOMMENDATION

ADMINISTRATIVE ASSISTANT III  
Classification/Position Title

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

### COMMENTS:

### SIGNATURES

Handwritten signature in blue ink.

Human Resources Representative

Handwritten signature in blue ink.

County Treasurer Representative

Handwritten signature in blue ink.

Budget & Management Representative

Handwritten date in blue ink.

Date

Handwritten date in blue ink.

Date

Handwritten date in blue ink.

Date



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

Employee performs complex administrative support and technical program assistance work. Work involves disseminating information, maintaining filing systems and performing internal administrative support work. Employee supervises the work of others and trains others. Employee works under general supervision and has freedom of the use of his own initiative and independent judgment performing his assigned duties & added responsibilities.

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

See attached job description for Administrative Assistant III.

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

Work has become more complex. Employee is preparing county reports & Office of the Attorney General reports, supervising community service workers, seasonal help and must also dispatch calls for service to deputies. Employee has also been designated as the Department Fuel Card Manager.

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

See attached.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	<u>Celestino Avila Jr.</u> DEPARTMENT HEAD	<u>12-21-2011</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" 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			