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APR 02 2012
Human Resources



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 04/02/2012

To: Esther Cortez, Human Resources
Director

From: Sergio Cruz
Budget Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 31518

C.C. Date: 04/10/12

Dept: PCT. 3 RD MAINT. / SANITATION/ DRAINAGE IMPRV PROJ

AI-31518

37. 0.

CC REGULAR

Meeting Date: 04/10/2012

Department Head: Comm. Flores

Department: COMM. PCT. #3

Information

CAPTION

Pct. 3 Sanitation (1100)/ Road Maintenance (1200)/ Drainage Improvement Project (1200):

1. Approval to delete the following full-time positions:

Dept.	Slot No.	Position Title	Budgeted Salary
Sanitation	0018	Truck Driver III	\$28,000.00
Sanitation	0023	Truck Driver III	\$26,144.00
Sanitation	0024	Truck Driver III	\$26,144.00
Rd Maintenance	0044	Truck Driver I	\$28,000.00
Rd Maintenance	0057	Maintenance I	\$28,000.00
Rd Maintenance	0076	Truck Driver III	\$28,000.00
Drainage	0011	Laborer - Drainage/ Construction	\$24,880.00

2. Approval to create the following full-time positions:

Dept.	Slot No.	Position Title	Budgeted Salary
Rd Maintenance	0087	Clerk III	\$28,000.00
Rd Maintenance	0088	Clerk III	\$28,000.00
Drainage	0019	Truck Driver III	\$32,000.00
Drainage	0020	Truck Driver III	\$32,000.00

3. Approval of interfund transfer.

4. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: See Below

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

PCT. 3 SANITATION:

2-1100-432-00-123-001-0-XXX - No Budgetary Impact (available funds, pending to be transferred to Rd Maint. & Drainage Imprv Proj.)

PCT. 3 RD MAINTENANCE:

2-1200-431-00-123-005-0-XXX - No Budgetary Impact

PCT. 3 DRAINAGE IMPROVEMENT PROJECT:

2- 1200-431-00-123-049-0-XXX - Funds for difference in salary and related fringe benefit expenditures for proposed positions available from Pct. 3 Sanitation funds, pending approval of interfund transfer.

Attachments

Fiscal Notes

Revised salary schedules

Form Review

Inbox
Sylvia Solis (Originator)
Budget & Management
Auditor's Office
Purchasing Department

Reviewed By

Date

Form Started By: Sylvia Solis

Started On: 03/15/2012



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 SANITATION (123-001)

DATE: 3/15/2012

CURRENT POSITION TITLE: TRUCK DRIVER III

CURRENT SLOT #: 0018

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 28,000.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (28,000.00) 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee
Object 121

☐ Part Time Temporary
Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

☐

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

This position is no longer needed for this department.

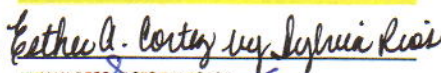
NEW POSITION: Brief job description and attach a copy of the new job description.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04-03-12 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/12 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 SANITATION (123-001)

DATE: 3/15/2012

CURRENT POSITION TITLE: TRUCK DRIVER III

CURRENT SLOT #: 0023 & 0024

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITIONS

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 26,144.00 x 2 \$ 0.00 \$ (52,288.00)
Current G&S/ Budgeted Salary Proposed G&S/ 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

☐

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

The positions are no longer needed for this department.

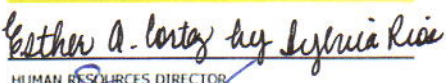
NEW POSITION: Brief job description and attach a copy of the new job description.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04.03.12 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/12 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 RD MAINTENANCE (123-005)

DATE: 3/15/2012

CURRENT POSITION TITLE: TRUCK DRIVER I

CURRENT SLOT #: 0044

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 28,000.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (28,000.00) 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

☐

Enter hourly rate for temp. positions

Full Time Employee
Object 121

☐

Part Time Temporary
Object 122

☐

\$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

☐

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

This position is no longer needed for this department.

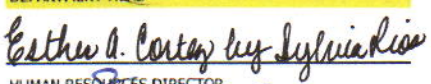
NEW POSITION: Brief job description and attach a copy of the new job description.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04-03-12 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 RD MAINTENANCE (123-005)

DATE: 3/15/2012

CURRENT POSITION TITLE: MAINTENANCE I

CURRENT SLOT #: 0057

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 28,000.00 Current G&S/ Budgeted Salary \$ 0.00 Proposed G&S/ Budgeted Salary \$ (28,000.00) 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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 ☐

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

Position no longer needed

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. *Ron. m. Jones*
DEPARTMENT HEAD

Date

FUNDING AVAILABLE IN DEPT. BUDGET

☒ YES ☐ NO

2. *Esther A. Cortez by Supervision* *04-03-12*
HUMAN RESOURCES DIRECTOR

Date

PERSONNEL PROCEDURES COMPLETED

☒ YES ☐ NO

3. *[Signature]*
DEPARTMENT OF BUDGET & MANAGEMENT

4/2/12
Date

BUDGET PROCEDURES COMPLETED

☒ YES ☐ NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date

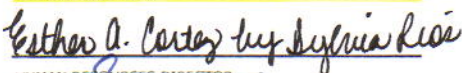
NEW POSITION: Brief job description and attach a copy of the new job description.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04-03-12 Date	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 DRAINAGE (123-049)

DATE: 3/15/2012

CURRENT POSITION TITLE: LABORER - DRAINAGE/ CONSTRUCTION

CURRENT SLOT #: 0011

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 24,880.00 \$ 0.00 \$ (24,880.00)
Current G&S/ Budgeted Salary Proposed G&S/ 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

☐

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

This position is no longer needed.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04.03.12 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/2012 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 RD MAINTENANCE (123-005)

DATE: 3/15/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0087 & 0088

REQUESTED POSITION TITLE: CLERK 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 Current G&S/ Budgeted Salary \$ 28,000.00 x 2 Proposed G&S/ Budgeted Salary \$ 56,000.00 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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

Exempt ☐ FLSA: Exempt ☐

Non-Exempt ☒ Non-Exempt ☒

N/A ☐

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

There is a great need for office clerks positions due to the clerical workload at this department.



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 DRAINAGE (123-049)

DATE: 3/15/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0019 & 0020

REQUESTED POSITION TITLE: TRUCK DRIVER 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 \$ 32,000.00 x 2 \$ 64,000.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 ☐ _____
Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ \$ _____
Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

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 ☐

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

There is a greater need for this additional positions to assist the department with the high demand of workload.

Will be able to better assist the precinct residences with drainage related problems.

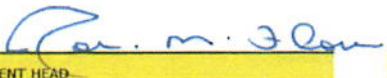
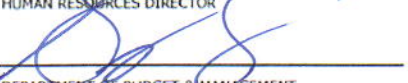
NEW POSITION: Brief job description and attach a copy of the new job description.

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	Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	 HUMAN RESOURCES DIRECTOR	04-03-12 Date	PERSONNEL PROCEDURES COMPLETED	☒ YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	4/2/12 Date	BUDGET PROCEDURES COMPLETED	☒ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

TRUCK DRIVER III

GENERAL DESCRIPTION

Drive and safely operate a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads.

EXAMPLES OF WORK PERFORMED

Inspects truck before and after trips and submits report indicating truck condition

Reads bill of lading to determine assignment

Fastens chain or binders to secure load on trailer during transit

Loads or unloads, or assists in loading and unloading truck

Works as member of two-person team driving tractor with sleeper bunk behind cab

Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer

Obtains proper signatures or authorization for deliver and/or services

Inventories and inspects goods to be moved

Wraps goods using pads, packing paper, and containers, and secures load to trailer wall using straps

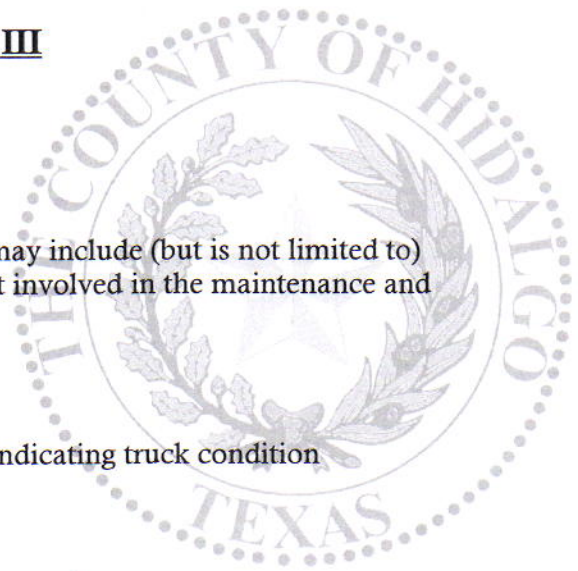
Gives directions to helper in packing and moving goods to trailer

Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, usually over long distance

Maneuvers truck into loading or unloading position, following signals from loading crew as needed

Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations

Maintains driver log according to I.C.C. regulations



GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School Diploma, GED or equivalent experience. Four to six (4-6) years related experience. Must have and maintain a valid driver's license and a Texas Class "A" CDL license.

Knowledge, Skills, and Abilities

Advanced knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Ability to perform multiple tasks simultaneously

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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:

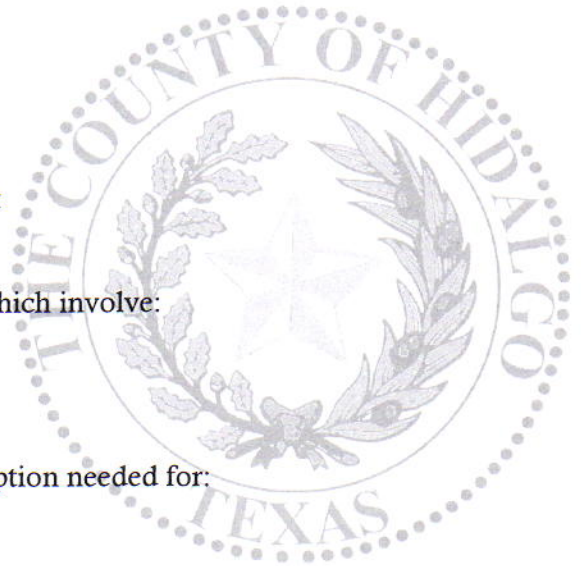
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



TRUCK DRIVER I

GENERAL DESCRIPTION

Drive and safely operate a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads.

EXAMPLES OF WORK PERFORMED

Inspects truck before and after trips and submits report indicating truck condition

Reads bill of lading to determine assignment

Fastens chain or binders to secure load on trailer during transit

Loads or unloads, or assists in loading and unloading truck

Works as member of two-person team driving tractor with sleeper bunk behind cab

Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer

Obtains proper signatures or authorization for deliver and/or services

Inventories and inspects goods to be moved

Wraps goods using pads, packing paper, and containers, and secures load to trailer wall using straps

Gives directions to helper in packing and moving goods to trailer

Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, usually over long distance

Maneuvers truck into loading or unloading position, following signals from loading crew as needed

Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations

Maintains driver log according to I.C.C. regulations

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School Diploma, GED or equivalent experience. Minimum of one (1) year related experience. Must have and maintain a valid driver's license and a Texas Class "A" CDL license.

Knowledge, Skills, and Abilities

Advanced knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Ability to perform multiple tasks simultaneously

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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:

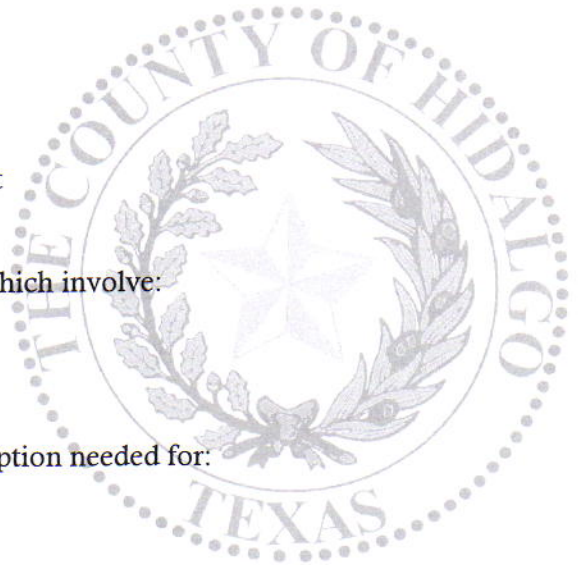
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



MAINTENANCE I

GENERAL DESCRIPTION

Performs entry-level building maintenance and construction work; Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating.

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

May maintain and repair laundry machines, kitchen equipment, boilers, and boiler feed pumps

May mow grass, edge walks and curbs, and trim shrubbery

May repair and upholster furniture

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance, to follow instructions, and to interpret drawings and diagrams

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

CLERK III

GENERAL DESCRIPTION

Performs complex (journey-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, transporting documents and/or stock and inventory, and maintaining files; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding procedures and policies, assists the public and staff in filling out forms, and assembles and mails information packets

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data; and may compile and tabulate data, and prepare charts, graphs, and tables

Maintains files, materials, and supplies

Opens, stamps, classifies, sorts, and routes mail, and maintains records on postage, registered mail, and packages

Performs data entry, retrieval, and data searches

Receives, stores, and issues stock items

May perform arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive and forward payments to the appropriate agency staff

May screen applicants, administer employment tests, and assist in orienting employees

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for repairs and services

May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to Three (2-3) years experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Vocational training is 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 warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and 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 records, files, and reports; and to transfer stock from one location to another

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:

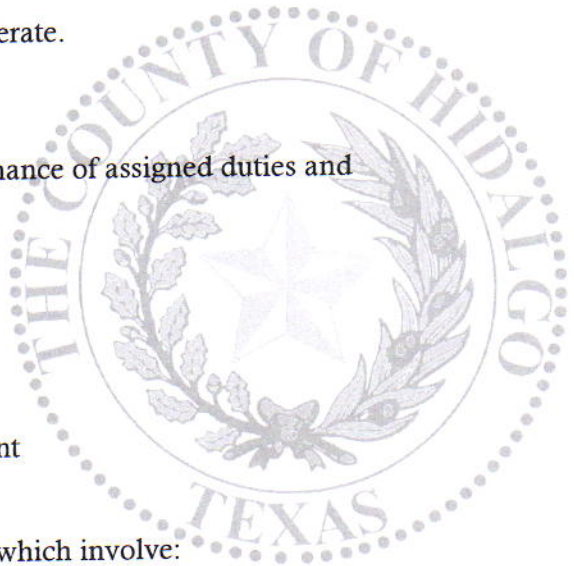
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



HIDALGO COUNTY

Job Title: Laborer – Drainage/Construction

FLSA: Non-Exempt

Dept No: 121-124

Civil Service: Non-Exempt

SUMMARY:

Employee will perform basic clean up and maintenance of Hidalgo County.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Perform maintenance duties as directed.
- Trimming; mowing grass and brush along drain ditch and guard rails.
- Mending fences.
- Central burning, installing drain pipes.
- Upkeep yard at shop.
- To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

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.

EDUCATION and/or EXPERIENCE:

- High school diploma or GED preferred.
- Bilingual preferred.

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.

OTHER SKILLS and ABILITIES:

- Must be able to work extended hours during emergency circumstances; related to weather conditions.
- Will be exposed to environmental elements/weather while working.
- Must be able to sustain 6-7 hours of continuous work requiring sitting for long periods of time.
- Being able to endure tractor motion, exposure to noise, dust and dirt and working in high places.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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 twenty-five (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.
- handling financial affairs effectively and honestly
- maintaining confidentiality
- 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.

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, April 10, 2012

Agenda Item: 31518

Summary of request/proposal:

PCT. 3 SANITATION (1100):

Approval to delete the following positions:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	TRUCK DRIVER III	0018	113	28,000.00	0.00	(28,000.00)
1100	TRUCK DRIVER III	0023	113	26,144.00	0.00	(26,144.00)
1100	TRUCK DRIVER III	0024	113	26,144.00	0.00	(26,144.00)
				80,288.00	0.00	(80,288.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-432-00-123-001-0-	113 SANITATION PCT. 3 - REG F/T EMPLOYEES	(\$58,447.20)
2-1100-432-00-123-001-0-	211 SANITATION PCT. 3 - HEALTH INSURANCE	(\$6,062.52)
2-1100-432-00-123-001-0-	212 SANITATION PCT. 3 - LIFE INSURANCE	(\$58.98)
2-1100-432-00-123-001-0-	220 SANITATION PCT. 3 - FICA	(\$4,471.21)
2-1100-432-00-123-001-0-	230 SANITATION PCT. 3 - RETIREMENT	(\$5,815.50)
2-1100-432-00-123-001-0-	250 SANITATION PCT. 3 - UNEMPLOYMENT COMP	(\$292.24)
2-1100-432-00-123-001-0-	260 SANITATION PCT. 3 - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	(\$75,147.65)

2013 Budgetary Impact: (\$107,393.13)

Possible Funding Sources: NO BUDGETARY IMPACT
 (Transfer funds to R&B -1200)

Comments:

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, April 10, 2012

Agenda Item: 31518

Summary of request/proposal:

PCT. 3 RD MAINTENANCE (1200):

Approval to create the following positions:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	TRUCK DRIVER I	0044	113	28,000.00	0.00	(28,000.00)
1200	MAINTENANCE I	0057	113	28,000.00	0.00	(28,000.00)
1200	TRUCK DRIVER III	0076	113	28,000.00	0.00	(28,000.00)
1200	CLERK III	0087	113	0.00	28,000.00	28,000.00
1200	CLERK III	0088	113	0.00	28,000.00	28,000.00
				84,000.00	56,000.00	(28,000.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-123-005-0-	113	PCT. 3 RD MAINT. - REG F/T EMPLOYEES	(\$20,383.14)
2-1200-431-00-123-005-0-	211	PCT. 3 RD MAINT. - HEALTH INSURANCE	(\$3,031.26)
2-1200-431-00-123-005-0-	212	PCT. 3 RD MAINT. - LIFE INSURANCE	(\$19.66)
2-1200-431-00-123-005-0-	220	PCT. 3 RD MAINT. - FICA	(\$1,559.31)
2-1200-431-00-123-005-0-	230	PCT. 3 RD MAINT. - RETIREMENT	(\$2,028.12)
2-1200-431-00-123-005-0-	250	PCT. 3 RD MAINT. - UNEMPLOYMENT COMP	(\$101.92)
2-1200-431-00-123-005-0-	260	PCT. 3 RD MAINT. - WORKER'S COMP	\$0.00
		2012 Budgetary Impact	(\$27,123.41)

2013 Budgetary Impact: (\$37,259.00)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

AVAILABLE FUNDS IN THE AMOUNT OF \$38,464.02 FROM DELETION OF SANITATION POSITIONS WILL BE TRANSFERRED TO
RD MAINTENANCE TO REPLACE FUNDS TRANSFERRED OUT ON 12/29/12 (REF: AI-29859 23.G.1.a.20.)

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, April 10, 2012

Agenda Item: 31518

Summary of request/proposal:

PCT. 3 DRAINAGE IMPROVEMENT PROJECT (1200):

Approval to create the following positions:

Fund	Position	Slot#	Obj	Current Budgeted	Adjustment Requested	Total Requested
				Salary		
1200	LABORER- DRAINAGE/CONSTRUCTION	0011	113	24,880.00	0.00	(24,880.00)
1200	TRUCK DRIVER III	0019	113	0.00	32,000.00	32,000.00
1200	TRUCK DRIVER III	0020	113	0.00	32,000.00	32,000.00
				24,880.00	64,000.00	39,120.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2- 1200-431-00-123-049-0-	113	PCT 3 DRAIN IMPRV PRJ- REG F/T EMPLOYEES	\$28,478.16
2- 1200-431-00-123-049-0-	211	PCT 3 DRAIN IMPRV PRJ- HEALTH INSURANCE	\$3,031.26
2- 1200-431-00-123-049-0-	212	PCT 3 DRAIN IMPRV PRJ- LIFE INSURANCE	\$19.66
2- 1200-431-00-123-049-0-	220	PCT 3 DRAIN IMPRV PRJ- FICA	\$2,178.58
2- 1200-431-00-123-049-0-	230	PCT 3 DRAIN IMPRV PRJ- RETIREMENT	\$2,833.58
2- 1200-431-00-123-049-0-	250	PCT 3 DRAIN IMPRV PRJ- UNEMPLOYMENT COMP	\$142.39
2- 1200-431-00-123-049-0-	260	PCT 3 DRAIN IMPRV PRJ- WORKER'S COMP	\$0.00
		2012 Budgetary Impact	\$36,683.63

2013 Budgetary Impact: \$50,391.72

Possible Funding Sources: SANITATION FUNDS

Comments:

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-432-00-123-001-0

PCT. 3 SANITATION

AI - 31518

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY Inc.	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	SANIT DIRECTOR	\$48,300.00	\$0.00	\$48,300.00	0	\$0.00	\$0.00	\$48,300.00	\$48,300.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,720.00
0004	113	HEAVY EQUIPMENT OPERATOR II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,720.00
0005	113	HEAVY EQUIPMENT OPERATOR II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,720.00
0006	113	SUPERVISOR	\$30,000.00	\$0.00	\$30,000.00	0	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,720.00
0007	113	TRUCK DRIVER III	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0008	113	TRUCK DRIVER III	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,420.00
0011	113	TRUCK DRIVER III	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,420.00
0012	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0013	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0014	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0015	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0016	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0017	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
DELETE THE FOLLOWING:																
0018	442	TRUCK DRIVER III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0019	113	TRUCK DRIVER III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0020	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0021	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
DELETE THE FOLLOWING:																
0022	442	TRUCK DRIVER III	\$26,144.00	\$0.00	\$26,144.00	0	\$0.00	\$0.00	\$26,144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0024	442	TRUCK DRIVER III	\$26,144.00	\$0.00	\$26,144.00	0	\$0.00	\$0.00	\$26,144.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0026	113	MAINTENANCE I	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0027	113	MAINTENANCE I	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0028	113	MAINTENANCE I	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0030	113	MAINTENANCE I	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0031	113	MAINTENANCE I	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0032	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,360.00
0033	113	HEAVY EQUIPMENT OPERATOR III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-432-00-123-001-0

AI - 31518

PCT. 3 SANITATION

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0034	113	MAINTENANCE II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0035	113	MAINTENANCE I	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0036	113	MAINTENANCE I	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0037	113	MAINTENANCE I	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0038	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0039	113	OFFICE CLERK	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0040	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,960.00
0041	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
			\$770,988.00	\$0.00	\$770,988.00		\$0.00	\$0.00	\$770,988.00	\$640,940.00	\$5,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$646,220.00
																\$31,508.00

**Approval to delete the above highlighted full-time positions.
Personnel actions pending CC approval.**

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1200-431-00-123-005-0

PCT. 3 RD MAINTENANCE

AI - 31518

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	\$84,357.00	\$0.00	\$84,357.00	0	\$0.00	\$0.00	\$84,357.00	\$84,357.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,837.00
0002	113	COORDINATOR	\$80,982.00	\$0.00	\$80,982.00	0	\$0.00	\$0.00	\$80,982.00	\$80,982.00	\$1,382.39	\$0.00	\$0.00	\$0.00	\$0.00	\$82,364.39
0003	113	EXECUTIVE ASST	\$62,986.00	\$0.00	\$62,986.00	0	\$0.00	\$0.00	\$62,986.00	\$62,986.00	\$668.67	\$0.00	\$0.00	\$0.00	\$0.00	\$63,654.67
0004	113	FIELD OPERATIONS DIRECTOR	\$60,737.00	\$0.00	\$60,737.00	0	\$0.00	\$0.00	\$60,737.00	\$60,737.00	\$1,070.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,757.00
0005	113	ASSISTANT FIELD OPERATIONS DIRECTOR	\$54,600.00	\$0.00	\$54,600.00	0	\$0.00	\$0.00	\$54,600.00	\$54,600.00	\$539.85	\$0.00	\$0.00	\$0.00	\$0.00	\$55,139.85
0006	113	ASSISTANT FIELD OPERATIONS DIRECTOR	\$51,739.00	\$0.00	\$51,739.00	0	\$0.00	\$0.00	\$51,739.00	\$51,739.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,039.00
0007	113	ADMIN AIDE	\$45,443.00	\$0.00	\$45,443.00	0	\$0.00	\$0.00	\$45,443.00	\$45,443.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,923.00
0008	113	PAVING SUPVSR	\$43,363.00	\$0.00	\$43,363.00	0	\$0.00	\$0.00	\$43,363.00	\$43,363.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,963.00
0009	113	COMM LIAISON	\$41,081.00	\$0.00	\$41,081.00	0	\$0.00	\$0.00	\$41,081.00	\$41,081.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,381.00
0010	113	MECHANIC III	\$42,000.00	\$0.00	\$42,000.00	0	\$0.00	\$0.00	\$42,000.00	\$42,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,720.00
0011	113	MAINTENANCE III	\$37,800.00	\$0.00	\$37,800.00	0	\$0.00	\$0.00	\$37,800.00	\$37,800.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,400.00
0013	113	HEAVY EQUIPMENT OPERATOR 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
0014	113	HEAVY EQUIPMENT OPERATOR III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,560.00
0015	113	HEAVY EQUIPMENT OPERATOR III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,920.00
0016	113	HEAVY EQUIPMENT OPERATOR II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,440.00
0017	113	HEAVY EQUIPMENT OPERATOR II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,080.00
0018	113	HEAVY EQUIPMENT OPERATOR II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,900.00
0019	113	HEAVY EQUIPMENT OPERATOR II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,620.00
0020	113	HEAVY EQUIPMENT OPERATOR II	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,260.00
0022	113	HEAVY EQUIPMENT OPERATOR III	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,900.00
0023	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0024	113	SUPERVISOR	\$35,700.00	\$0.00	\$35,700.00	0	\$0.00	\$0.00	\$35,700.00	\$35,700.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,540.00
0026	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,780.00
0027	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,480.00
0030	113	MECHANIC II	\$28,796.00	\$0.00	\$28,796.00	0	\$0.00	\$0.00	\$28,796.00	\$28,796.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,796.00
0031	113	INVOICE CLERK	\$28,484.00	\$0.00	\$28,484.00	0	\$0.00	\$0.00	\$28,484.00	\$28,484.00	\$386.20	\$0.00	\$0.00	\$0.00	\$0.00	\$28,870.20
0032	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,420.00
0033	113	TRUCK DRIVER III	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,360.00
0034	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,770.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

AI - 31518

**2-1200-431-00-123-005-0
PCT. 3 RD MAINTENANCE**

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0035	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,720.00
0037	113	MAINTENANCE II	\$28,366.00	\$0.00	\$28,366.00	0	\$0.00	\$0.00	\$28,366.00	\$28,366.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,366.00
0038	113	MAINTENANCE II	\$28,186.00	\$0.00	\$28,186.00	0	\$0.00	\$0.00	\$28,186.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0039	113	TRUCK DRIVER I	\$33,600.00	\$0.00	\$33,600.00	0	\$0.00	\$0.00	\$33,600.00	\$33,600.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,320.00
0040	113	MAINTENANCE I	\$30,000.00	\$0.00	\$30,000.00	0	\$0.00	\$0.00	\$30,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0041	113	TRE SA/SPC II	\$28,116.00	\$0.00	\$28,116.00	0	\$0.00	\$0.00	\$28,116.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0042	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,840.00
0043	113	HEAVY EQUIPMENT OPERATOR III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,720.00
DELETE THE FOLLOWING:																
0044	113	TRUCK DRIVER I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0046	113	MAINTENANCE III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,560.00
0047	113	TRUCK DRIVER II	\$32,000.00	\$0.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0049	113	TRE SA/SPC II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,480.00
0050	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0051	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,540.00
0053	113	CUSTODIAN	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,600.00
0054	113	HEAVY EQUIPMENT OPERATOR II	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,560.00
0055	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00
0056	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
DELETE THE FOLLOWING:																
0057	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0058	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,560.00
0059	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,560.00
0060	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0061	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0062	113	MAINTENANCE I	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0063	113	TIRE REPAIR	\$30,000.00	\$0.00	\$30,000.00	0	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,300.00
0067	113	WELDER	\$32,760.00	\$0.00	\$32,760.00	0	\$0.00	\$0.00	\$32,760.00	\$32,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,760.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

**2-1200-431-00-123-005-0
PCT. 3 RD MAINTENANCE**

AI - 31518

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
T070	121	OFFICE CLERK	\$18,720.00	\$0.00	\$18,720.00	0	\$0.00	\$0.00	\$18,720.00	\$18,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,720.00	
T071	121	OFFICE CLERK	\$18,720.00	\$0.00	\$18,720.00	0	\$0.00	\$0.00	\$18,720.00	\$18,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,720.00	
0072	113	HEAVY EQUIPMENT OPERATOR 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	HEAVY EQUIPMENT OPERATOR III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,780.00	
0075	113	HEAVY EQUIPMENT OPERATOR 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	
DELETE THE FOLLOWING:																	
0076	113	TRUCK DRIVER III	\$28,000.00	\$0.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0077	113	HUMAN RESOURCES COORDINATOR I	\$0.00	\$42,000.00	\$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	
0078	113	MAINTENANCE II	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0079	113	ASSISTANT FIELD OPERATIONS DIRECTOR	\$0.00	\$51,739.00	\$51,739.00	0	\$0.00	\$0.00	\$51,739.00	\$51,739.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,739.00	
0080	113	HEAVY EQUIPMENT OPERATOR I	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0081	113	HEAVY EQUIPMENT OPERATOR I	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0082	113	RIGHT OF WAY AGENT V	\$0.00	\$54,526.00	\$54,526.00	0	\$0.00	\$0.00	\$54,526.00	\$54,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,526.00	
0083	113	RIGHT OF WAY AGENT V	\$0.00	\$62,475.00	\$62,475.00	0	\$0.00	\$0.00	\$62,475.00	\$62,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,475.00	
0084	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00	
0085	113	EXCAVATOR/HEAVY EQUIPMENT OPERATOR	\$0.00	\$40,425.00	\$40,425.00	0	\$0.00	\$0.00	\$40,425.00	\$40,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,425.00	
0086	113	MAINTENANCE I	\$0.00	\$24,880.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00	
CREATE THE FOLLOWING:																	
0087	113	CLERK III	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0088	113	CLERK III	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
											\$2,397.11	\$0.00	\$0.00	\$0.00	\$0.00	\$2,397.11	
											\$2,556,181.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,556,181.00
											\$2,325,879.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,325,879.00
											\$7,350,276.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,350,276.11

Approval to delete and/ or create the above highlighted full-time positions.
Personnel actions pending CC approval.

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1200-431-00-123-049-0

PCT. 3 DRAIN IMPRV PRJ

AI - 31518

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
0001	113	DIRECTOR OF OPERATIONS	\$68,250.00	\$0.00	\$68,250.00	0	\$0.00	\$0.00	\$68,250.00	\$68,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,250.00	
0002	113	BACKHOE/HEAVY EQUIPMENT OPER	\$32,640.00	\$0.00	\$32,640.00	0	\$0.00	\$0.00	\$32,640.00	\$32,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,640.00	
0003	113	HEAVY EQUIPMENT OPERATOR III	\$32,640.00	\$0.00	\$32,640.00	0	\$0.00	\$0.00	\$32,640.00	\$32,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,640.00	
0004	113	HEAVY EQUIPMENT OPERATOR III	\$32,640.00	\$0.00	\$32,640.00	0	\$0.00	\$0.00	\$32,640.00	\$32,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,640.00	
0005	113	BULLDOZER/HEAVY EQUIPMENT OPE	\$32,640.00	\$0.00	\$32,640.00	0	\$0.00	\$0.00	\$32,640.00	\$32,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,640.00	
0006	113	TRUCK DRIVER III	\$29,756.00	\$0.00	\$29,756.00	0	\$0.00	\$0.00	\$29,756.00	\$29,756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,756.00	
0007	113	TRUCK DRIVER III	\$29,756.00	\$0.00	\$29,756.00	0	\$0.00	\$0.00	\$29,756.00	\$29,756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,756.00	
0008	113	TRUCK DRIVER III	\$29,756.00	\$0.00	\$29,756.00	0	\$0.00	\$0.00	\$29,756.00	\$29,756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,756.00	
DELETE THE FOLLOWING:																	
0011	113	LABORER-DRAINAGE/CONSTRUCTION	\$24,880.00	\$0.00	\$24,880.00	0	\$0.00	\$0.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0012	113	PIPE LAYER/FITTER	\$27,000.00	\$0.00	\$27,000.00	0	\$0.00	\$0.00	\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00	
0014	113	ASSISTANT DIRECTOR OF CONSTRUCT	\$48,000.00	\$0.00	\$48,000.00	0	\$0.00	\$0.00	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,000.00	
0015	113	PIPE LAYER/FITTER	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00	
0016	113	OFFICE CLERK	\$0.00	\$29,040.00	\$29,040.00	0	\$0.00	\$0.00	\$29,040.00	\$29,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,040.00	
0017	113	MAINTENANCE III	\$0.00	\$28,000.00	\$28,000.00	0	\$0.00	\$0.00	\$28,000.00	\$28,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,300.00	
0018	113	TRUCK DRIVER I	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,420.00	
CREATE THE FOLLOWING:																	
0019	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0020	113	TRUCK DRIVER III	\$0.00	\$32,000.00	\$32,000.00	0	\$0.00	\$0.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
											\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451,082.00

Approval to create and/or delete the above highlighted full-time positions.
Personnel actions pending CC approval.

DATE: April 2, 2012

DEPARTMENT HEAD: Sergio Cruz

2012
Interfund Transfer



DEPARTMENT NAME: Department of Budget & Management for
PCT. 3 Rd Maintenance & Drainage Improvmt Proj

ACCOUNT NUMBER: 2-1X00-43X-00-123-0XX-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: 292-7025 ext. 5423

SUBJECT: Interfund & BA - Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following amendments (increases) to my departmental budget in accordance with Local Government Code, Chapter 111 Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
2-1100-432-00-123-001-0- 113	PCT. 3 SANITATION REG F/T EMPLOYEES	(58,447.20)
2-1100-432-00-123-001-0- 211	PCT. 3 SANITATION HEALTH INSURANCE	(6,062.52)
2-1100-432-00-123-001-0- 212	PCT. 3 SANITATION LIFE INSURANCE	(58.98)
2-1100-432-00-123-001-0- 220	PCT. 3 SANITATION FICA	(4,471.21)
2-1100-432-00-123-001-0- 230	PCT. 3 SANITATION RETIREMENT	(5,815.50)
2-1100-432-00-123-001-0- 250	PCT. 3 SANITATION UNEMPLOYMENT COMP	(292.24)
2-1100-491-01-000-200-0- 891	Transfer Out - R&B CO. WIDE	75,147.65
TO		
2-1200-391-01-000-100-0- 000	Transfers In - General Fund	75,147.65
2-1200-431-00-123-005-0- 113	PCT. 3 RD MAINTENANCE REG F/T EMPLOYEES	38,464.02
2-1200-431-00-123-049-0- 113	PCT. 3 DRAINAGE IMPRV PROJ REG F/T EMPLOYEES	28,478.16
2-1200-431-00-123-049-0- 211	PCT. 3 DRAINAGE IMPRV PROJ HEALTH INSURANCE	3,031.26
2-1200-431-00-123-049-0- 212	PCT. 3 DRAINAGE IMPRV PROJ LIFE INSURANCE	19.66
2-1200-431-00-123-049-0- 220	PCT. 3 DRAINAGE IMPRV PROJ FICA	2,178.58
2-1200-431-00-123-049-0- 230	PCT. 3 DRAINAGE IMPRV PROJ RETIREMENT	2,833.58
2-1200-431-00-123-049-0- 250	PCT. 3 DRAINAGE IMPRV PROJ UNEMPLOYMENT COMP	142.39
TOTAL BUDGET INCREASE (DECREASE)		75,147.65

REASON: Interfund transfer from Pct. 3 Sanitation to Pct. 3 Rd Maintenance and Drainage Improvement Project to move available funds from deletion of positions to fund salary and related fringe benefit expenditures related to the creation of various positions under Drainage Imprv Proj. (slot no.'s 19 & 20) In addition, move all available funds to Rd Maintenance to replace funds transferred out on 12/29/11 (REF: AI-29859 23G.1.a.20.)

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK