



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Foreman

CURRENT SLOT #: 0001

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:

\$ 32,568.00 \$ 0.00 \$ (32,568.00)
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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u><i>Paul Dalgino</i></u> DEPARTMENT HEAD	<u>6/28/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Erin A. Cortez</i></u> HUMAN RESOURCES DIRECTOR	<u>07.09.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Community Resource Center Coordinator

CURRENT SLOT #: 0002

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:

\$	31,771.00	\$	0.00	\$	(31,771.00)
	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.)
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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)

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Rose Olyzinski</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / mpc</u> HUMAN RESOURCES DIRECTOR	<u>07-07-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Sanitation

DATE: 6/25/2012

CURRENT POSITION TITLE: Attendant

CURRENT SLOT #: 0004

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:

\$ 27,020.00 \$ 0.00 \$ (27,020.00)
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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Raul Delgado</u> DEPARTMENT HEAD	<u>6/28/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Coates / mpc</u> HUMAN RESOURCES DIRECTOR	<u>07-02-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Sanitation

DATE: 6/25/2012

CURRENT POSITION TITLE: Truck Driver II

CURRENT SLOT #: 0014

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:

\$ 24,236.00 \$ 0.00 \$ (24,236.00)
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)

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Rene Dreyer</u> DEPARTMENT HEAD	<u>01/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>07.02.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 CRC

DATE: 6/25/2012

CURRENT POSITION TITLE: Community Outreach Worker Promotora

CURRENT SLOT #: 0004

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:

\$ 10,258.00 \$ 0.00 \$ (10,258.00)
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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Raul Orjain</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Bailey /pp</u> HUMAN RESOURCES DIRECTOR	<u>07.02.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 CRC

DATE: 6/25/2012

CURRENT POSITION TITLE: Community Outreach Worker Promotora

CURRENT SLOT #: 0005

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:

\$ <u>10,258.00</u>	\$ <u>0.00</u>	\$ <u>(10,258.00)</u>
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.)
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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)

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Paul Delgin</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / ppe</u> HUMAN RESOURCES DIRECTOR	<u>07-02-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Parks Director

CURRENT SLOT #: 0032

REQUESTED POSITION TITLE: N/A

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 \$ 51,870.00 \$ 51,870.00
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 Funding will be obtained thru deletion of positions within the same department.

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)

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Raul Delgado</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>E. Othello A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>07.02.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Crew Leader I

CURRENT SLOT #: 0033

REQUESTED POSITION TITLE: N/A

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 \$ 29,458.00 \$ 29,458.00
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 Funding will be obtained thru deletion of positions within the same department.

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: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Crew Leader I

CURRENT SLOT #: 0034

REQUESTED POSITION TITLE: N/A

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	\$	29,458.00	\$	29,458.00
	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 Funding will be obtained thru deletion of positions within the same department.

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 <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	FLSA: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
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JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Paul Delany</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez /spe</u> HUMAN RESOURCES DIRECTOR	<u>07.12.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____	_____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Parks

DATE: 6/25/2012

CURRENT POSITION TITLE: Clerk III

CURRENT SLOT #: 0035

REQUESTED POSITION TITLE: N/A

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 \$ 25,256.00 \$ 25,256.00
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 Funding will be obtained thru deletion of positions within the same department.

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: **FLSA:**

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Paul Dalgarno</u> DEPARTMENT HEAD	<u>6/28/2012</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	<u>Esther A. Cortez</u> HUMAN RESOURCES DIRECTOR	<u>07.02.12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>07/02/2012</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____ COMMISSIONERS' COURT APPROVAL	_____ Date	_____	_____

HIDALGO COUNTY

PRECINT 2

JOB TITLE: PARKS DIRECTOR

FLSA STATUS:

Non - Exempt

DEPARTMENT: 122

CIVIL SERVICE STATUS: Non - Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Administrator, Field Operations, the Parks Director oversees and manages all activities related to the operations, maintenance upkeep, and security of all County Parks and related facilities within Precinct 2. The job duties of the Director involves the planning and scheduling of staff to maintain park grounds, buildings, athletic fields, and other park facilities. The Director insures that the park facilities are safe and that playground equipment is properly maintained. The Director also assesses the need for equipment to maintain the parks and insures that security equipment is functional and operational. The Director is responsible for training, supervising and evaluation all parks and other assigned staff.

EXAMPLES OF WORK PERFORMED:

Manages and supervises assigned operations to achieve goals within available resources.
Plans and organizes workloads and staff assignments;
Trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
Prepares cost estimates to plan and provide for improvements in the park facilities, and oversees construction projects and park improvements;
Supervises and is responsible for all materials and supplies used in the maintenance and repair of county parks;
Promotes interest in parks and recreational programs through community groups and other organizations;
Develops and implements procedures and standards for efficient and effective operation and maintenance of park department operations;
Reviews park amenities and implements changes or new programs to meet the recreational needs of the communities in Precinct 2;
Coordinates with cities, school districts, and various community-based organizations to increase parks utilization;
The Director is expected to perform all other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from a college or university with a bachelor's degree in business, agriculture, or recreation, including course work in organization and administration plus five years of

progressively more responsible experience in parks and recreation programs. Any equivalent combination of education and experience as deemed appropriate by the Commissioner.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of modern parks and recreation programs;
Knowledge of the principles of organization and management;
Knowledge of equipment and facilities required in a comprehensive park and recreation program;
Knowledge of the principles and practices of park maintenance and construction;
Ability to develop and implement park policies and procedures;
Ability to plan and schedule work assignments for multiple park crews;
Ability to communicate orally and in writing;
Ability to maintain effective working relationships with others;
Skill in solving problems and in implementing solutions independently;

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas Motor Vehicle Operator's license;
Must be able to be insured by the County's insurance carrier;
Must have liability insurance if personal vehicle is used for County business;

OTHER SKILLS AND ABILITIES

May be assigned other duties in addition to those listed; duties may vary according to the changing needs of the Precinct or 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, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or objects. 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 conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

MENTAL REQUIREMENTS

Maintain mental capacity appropriate to the performance of assigned duties and responsibilities which may include the following:

- Making sound decisions and using good judgment
- Handling budgetary and financial affairs effectively and honestly
- Maintaining confidentiality
- Demonstrating intellectual capabilities

OTHER REQUIREMENTS

Effectively handle a work requirement and conditions which involve the following”

- 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 County and department safety policies and procedures

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CREW LEADER I

GRADE: 07

GENERAL DESCRIPTION

Performs routine (journey-level) management duties overseeing the day-to-day operations of the work unit. Work involves supervising work production, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. May train and supervise others. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides training to staff members as required

Assists in planning and assigning workload and schedules for team members

Assists in evaluating performance of subordinates

Assists in coordinating activities with other departments to expedite work and improve performance

Assists in performing quality reviews/audits of department's work and makes operational corrections as necessary

Supervises laborers engaged in constructing walls, sidewalks, parking lots, storm sewers, and/or catch basins

Makes reports and keeps records of work accomplished and materials used

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in road construction or maintenance required including at least one (1) year of supervisory experience preferred. Graduation from a standard high school or equivalent. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Proficient knowledge of fundamental concepts, practices, and procedures in the field of road construction and maintenance

Knowledge of the methods and practices used in loading, unloading, and storing construction materials or heavy equipment

Ability to plan and direct a group of employees performing routine manual tasks

Ability to understand oral or written work assignments

Ability to maintain routine clerical records

Knowledge of spreadsheet and/or word processing applications preferred

Excellent verbal and written communication/presentation skills

Effective interpersonal and leadership skills that are normally expected of a fully qualified manager

Must have excellent organizational skills

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 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 50 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 to loud.

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

GRADE: 05

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

Responsible for answering and routing phone calls

Will be assisting the general public

May be required to work overtime or hours other than standard work schedule during emergencies

Performs other related duties 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. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual required (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

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 maintain excellent customer service

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

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
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, July 03, 2012

Agenda Item: 32980

Summary of request/proposal:

PARKS PCT.2 (1100):

Approval to delete and/or create the following full-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	FOREMAN	0001	113	32,568.00	0.00	(32,568.00)
1100	COMMUNITY RESOURCE CENTER COORDINATOR	0002	113	31,771.00	0.00	(31,771.00)
1100	PARKS DIRECTOR	0032	113	0.00	51,870.00	51,870.00
1100	CREW LEADER I	0033	113	0.00	29,458.00	29,458.00
1100	CREW LEADER I	0034	113	0.00	29,458.00	29,458.00
1100	CLERK III	0035	113	0.00	25,256.00	25,256.00
				64,339.00	136,042.00	71,703.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-452-00-122-008-0- 113	PARKS PCT.2 - REG F/T EMPLOYEES	\$35,714.14
2-1100-452-00-122-008-0- 211	PARKS PCT.2 - HEALTH INSURANCE	\$4,148.04
2-1100-452-00-122-008-0- 212	PARKS PCT.2 - LIFE INSURANCE	\$26.90
2-1100-452-00-122-008-0- 220	PARKS PCT.2 - FICA	\$2,732.13
2-1100-452-00-122-008-0- 230	PARKS PCT.2 - RETIREMENT	\$3,553.56
2-1100-452-00-122-008-0- 250	PARKS PCT.2 - UNEMPLOYMENT COMP	\$178.57
2-1100-452-00-122-008-0- 260	PARKS PCT.2 - WORKER'S COMP	\$0.00
2012 Budgetary Impact		\$46,353.34

2013 Budgetary Impact: \$93,063.25

Possible Funding Sources: SANITATION & CRC BUDGET
 (PENDING APPROVAL OF INTERDEPT. TRANSFER)

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, July 03, 2012

Agenda Item: 32980

Summary of request/proposal:

SANITATION PCT.2 (1100):

Approval to delete the following full-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	ATTENDANT	0004	113	27,020.00	0.00	(27,020.00)
1100	TRUCK DRIVER II	0014	113	24,236.00	0.00	(24,236.00)
				51,256.00	0.00	(51,256.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-432-00-122-001-0- 113	SANITATION PCT.2 - REG F/T EMPLOYEES	(\$25,529.81)
2-1100-432-00-122-001-0- 211	SANITATION PCT.2 - HEALTH INSURANCE	(\$4,148.04)
2-1100-432-00-122-001-0- 212	SANITATION PCT.2 - LIFE INSURANCE	(\$26.90)
2-1100-432-00-122-001-0- 220	SANITATION PCT.2 - FICA	(\$1,953.03)
2-1100-432-00-122-001-0- 230	SANITATION PCT.2 - RETIREMENT	(\$2,540.22)
2-1100-432-00-122-001-0- 250	SANITATION PCT.2 - UNEMPLOYMENT COMP	(\$127.65)
2-1100-432-00-122-001-0- 260	SANITATION PCT.2 - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	(\$34,325.65)

2013 Budgetary Impact: (\$68,915.33)

Possible Funding Sources:

COST SAVINGS
 (PENDING APPROVAL OF INTERDEPT. TRANSFER TO PARKS)

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, July 03, 2012

Agenda Item: 32980

Summary of request/proposal:

PCT 2 CRC (1100):

Approval to delete the following part-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted		Total Requested
				Salary	Adjustment Requested	
1100	COMMUNITY OUTREACH WORKER PROMOTORA	0004	114	10,258.00	0.00	(10,258.00)
1100	COMMUNITY OUTREACH WORKER PROMOTORA	0005	114	10,258.00	0.00	(10,258.00)
				20,516.00	0.00	(20,516.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-466-00-122-018-0- 114	Pct.2 CRC - REG P/T EMPLOYEES	(\$10,218.70)
2-1100-466-00-122-018-0- 211	Pct.2 CRC - HEALTH INSURANCE	(\$4,148.04)
2-1100-466-00-122-018-0- 212	Pct.2 CRC - LIFE INSURANCE	(\$26.90)
2-1100-466-00-122-018-0- 220	Pct.2 CRC - FICA	(\$781.73)
2-1100-466-00-122-018-0- 230	Pct.2 CRC - RETIREMENT	(\$1,016.76)
2-1100-466-00-122-018-0- 250	Pct.2 CRC - UNEMPLOYMENT COMP	(\$51.09)
2-1100-466-00-122-018-0- 260	Pct.2 CRC - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	(\$16,243.22)

2013 Budgetary Impact: (\$32,611.39)

Possible Funding Sources: COST SAVINGS
 (PENDING APPROVAL OF INTERDEPT. TRANSFER TO PARKS)

Comments:

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

AI - 32980

2-1100-432-00-122-001-0
SANITATION PCT. 2

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	OFFICE CLERK	\$28,894.00	\$0.00	\$28,894.00	0	\$0.00	\$0.00	\$28,894.00	\$28,894.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,674.00	
0002	113	HEAVY EQUIPMENT OPERATOR I	\$28,356.00	\$0.00	\$28,356.00	0	\$0.00	\$0.00	\$28,356.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0003	113	ATTENDANT III	\$27,424.00	\$0.00	\$27,424.00	0	\$0.00	\$0.00	\$27,424.00	\$27,424.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,144.00	
DELETE THE FOLLOWING																	
0004	113	ATTENDANT	\$27,020.00	\$0.00	\$27,020.00	0	\$0.00	\$0.00	\$27,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0005	113	ATTENDANT	\$27,019.00	\$0.00	\$27,019.00	0	\$0.00	\$0.00	\$27,019.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00	
0006	113	ATTENDANT	\$27,019.00	\$0.00	\$27,019.00	0	\$0.00	\$0.00	\$27,019.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00	
0007	113	TRUCK DRIVER II	\$27,016.00	\$0.00	\$27,016.00	0	\$0.00	\$0.00	\$27,016.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0008	113	TRUCK DRIVER II	\$26,644.00	\$0.00	\$26,644.00	0	\$0.00	\$0.00	\$26,644.00	\$24,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,500.00	
0010	113	HEAVY EQUIPMENT OPERATOR I	\$26,545.00	\$0.00	\$26,545.00	0	\$0.00	\$0.00	\$26,545.00	\$24,443.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,803.00	
0011	113	TRUCK DRIVER II	\$26,206.00	\$0.00	\$26,206.00	0	\$0.00	\$0.00	\$26,206.00	\$24,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,500.00	
0012	113	TRUCK DRIVER II	\$24,236.00	\$0.00	\$24,236.00	0	\$0.00	\$0.00	\$24,236.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00	
0013	113	TRUCK DRIVER II	\$24,236.00	\$0.00	\$24,236.00	0	\$0.00	\$0.00	\$24,236.00	\$24,236.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,236.00	
DELETE THE FOLLOWING																	
0014	113	TRUCK DRIVER II	\$24,236.00	\$0.00	\$24,236.00	0	\$0.00	\$0.00	\$24,236.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0015	113	MAINTENANCE II	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00	
0016	113	MAINTENANCE I	\$22,703.00	\$0.00	\$22,703.00	0	\$0.00	\$0.00	\$22,703.00	\$19,214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,214.00	
0017	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00	
0019	113	MAINTENANCE WORKER I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00	
0021	113	CHIEF ADMINISTRATOR	\$7,670.00	\$0.00	\$7,670.00	0	\$0.00	\$0.00	\$7,670.00	\$7,670.00	\$49.10	\$0.00	\$0.00	\$0.00	\$0.00	\$7,719.10	
0022	113	EXECUTIVE ASSISTANT	\$12,165.00	\$0.00	\$12,165.00	0	\$0.00	\$0.00	\$12,165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0023	113	SOLID WASTE ENFORCEMENT OFFICE	\$36,480.00	\$0.00	\$36,480.00	0	\$0.00	\$0.00	\$36,480.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	
0024	113	SOLID WASTE ENFORCEMENT OFFICE	\$36,480.00	\$0.00	\$36,480.00	0	\$0.00	\$1,520.00	\$38,000.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	
0025	113	SOLID WASTE ENFORCEMENT OFFICE	\$36,480.00	\$0.00	\$36,480.00	0	\$0.00	\$1,520.00	\$38,000.00	\$38,000.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$40,700.00	
											\$1,999.10	\$0.00	\$2,700.00	\$0.00	\$0.00	\$384,657.10	
											\$564,222.00	\$0.00	\$564,222.00	\$0.00	\$0.00	\$3,040.00	\$567,262.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

AI - 32980

2-1100-432-00-122-001-0

PARKS PCT. 2

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	Interpret 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DELETE THE FOLLOWING FOREMAN	\$22,568.00	\$0.00	\$32,568.00	0	\$0.00	\$0.00	\$32,568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	113	DELETE THE FOLLOWING COMMUNITY RESOURCE CENTER COOR	\$31,771.00	\$0.00	\$31,771.00	0	\$0.00	\$0.00	\$31,771.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	MAINTENANCE III	\$27,424.00	\$0.00	\$27,424.00	0	\$0.00	\$0.00	\$27,424.00	\$27,424.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,744.00
0004	113	MAINTENANCE I	\$26,059.00	\$0.00	\$26,059.00	0	\$0.00	\$0.00	\$26,059.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0005	113	MAINTENANCE I	\$25,854.00	\$0.00	\$25,854.00	0	\$0.00	\$0.00	\$25,854.00	\$25,443.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,803.00
0006	113	MAINTENANCE I	\$24,907.00	\$0.00	\$24,907.00	0	\$0.00	\$0.00	\$24,907.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
0007	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0008	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0009	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,825.00
0010	113	MAINTENANCE I	\$22,285.00	\$0.00	\$22,285.00	0	\$0.00	\$0.00	\$22,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0011	113	MAINTENANCE I	\$22,285.00	\$0.00	\$22,285.00	0	\$0.00	\$0.00	\$22,285.00	\$19,864.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,864.00
0014	113	EXECUTIVE ASSISTANT	\$10,500.00	\$0.00	\$10,500.00	0	\$0.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0018	113	CHIEF ADMINISTRATOR	\$7,350.00	\$0.00	\$7,350.00	0	\$0.00	\$0.00	\$7,350.00	\$7,350.00	\$47.05	\$0.00	\$0.00	\$0.00	\$0.00	\$7,397.05
0024	113	MAINTENANCE I	\$21,760.00	\$0.00	\$21,760.00	0	\$0.00	\$0.00	\$21,760.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0025	113	MAINTENANCE I	\$21,760.00	\$0.00	\$21,760.00	0	\$0.00	\$0.00	\$21,760.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
T026	122	ATTENDANT	\$0.00	\$17,992.00	\$17,992.00	0	\$0.00	\$0.00	\$17,992.00	\$17,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,992.00
T027	122	ATTENDANT	\$0.00	\$17,992.00	\$17,992.00	0	\$0.00	\$0.00	\$17,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T028	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,760.00
T029	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T030	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,760.00
T031	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0032	113	CREATE THE FOLLOWING: PARKS DIRECTOR	\$0.00	\$51,870.00	\$51,870.00	0	\$0.00	\$0.00	\$51,870.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0033	113	CREATE THE FOLLOWING: CREW LEADER I	\$0.00	\$29,458.00	\$29,458.00	0	\$0.00	\$0.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0034	113	CREATE THE FOLLOWING: CREW LEADER I	\$0.00	\$29,458.00	\$29,458.00	0	\$0.00	\$0.00	\$29,458.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0035	113	CREATE THE FOLLOWING: CLERK III	\$0.00	\$25,256.00	\$25,256.00	0	\$0.00	\$0.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$341,558.00	\$251,066.00	\$592,624.00	0	\$0.00	\$0.00	\$592,624.00	\$276,522.00	\$2,307.05	\$0.00	\$0.00	\$0.00	\$0.00	\$278,729.05

DATE: June 29, 2012

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 2 Parks

ACCOUNT NUMBER: 2-1100-4XX-00-122-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
2-1100-432-00-122-001-0- 113	PCT. 2 SANITATION - REG F/T EMPLOYEES	(25,529.81)
2-1100-432-00-122-001-0- 211	PCT. 2 SANITATION - HEALTH INSURANCE	(4,148.04)
2-1100-432-00-122-001-0- 212	PCT. 2 SANITATION - LIFE INSURANCE	(26.90)
2-1100-432-00-122-001-0- 220	PCT. 2 SANITATION - FICA	(1,953.03)
2-1100-432-00-122-001-0- 230	PCT. 2 SANITATION - RETIREMENT	(2,540.22)
2-1100-432-00-122-001-0- 250	PCT. 2 SANITATION - UNEMPLOYMENT COMPENSATION	(127.65)
TO		
2-1100-452-00-122-008-0- 113	PARKS PCT.2 - REG F/T EMPLOYEES	25,529.81
2-1100-452-00-122-008-0- 211	PARKS PCT.2 - HEALTH INSURANCE	4,148.04
2-1100-452-00-122-008-0- 212	PARKS PCT.2 - LIFE INSURANCE	26.90
2-1100-452-00-122-008-0- 220	PARKS PCT.2 - FICA	1,953.03
2-1100-452-00-122-008-0- 230	PARKS PCT.2 - RETIREMENT	2,540.22
2-1100-452-00-122-008-0- 250	PARKS PCT.2 - UNEMPLOYMENT COMPENSATION	127.65
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund the salary and related fringe benefit expenditures for the creation of various positions under Pct. 2 Parks.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

DATE: June 29, 2012

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 2 Parks

ACCOUNT NUMBER: 2-1100-4XX-00-122-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
FROM		
2-1100-466-00-122-018-0- 114	PCT.2 CRC - REG P/T EMPLOYEES	(10,218.70)
2-1100-466-00-122-018-0- 211	PCT.2 CRC - HEALTH INSURANCE	(4,148.04)
2-1100-466-00-122-018-0- 212	PCT.2 CRC - LIFE INSURANCE	(26.90)
2-1100-466-00-122-018-0- 220	PCT.2 CRC - FICA	(781.73)
2-1100-466-00-122-018-0- 230	PCT.2 CRC - RETIREMENT	(1,016.76)
2-1100-466-00-122-018-0- 250	PCT.2 CRC - UNEMPLOYMENT COMPENSATION	(51.09)
TO		
2-1100-452-00-122-008-0- 113	PARKS PCT.2 - REG F/T EMPLOYEES	10,218.70
2-1100-452-00-122-008-0- 211	PARKS PCT.2 - HEALTH INSURANCE	4,148.04
2-1100-452-00-122-008-0- 212	PARKS PCT.2 - LIFE INSURANCE	26.90
2-1100-452-00-122-008-0- 220	PARKS PCT.2 - FICA	781.73
2-1100-452-00-122-008-0- 230	PARKS PCT.2 - RETIREMENT	1,016.76
2-1100-452-00-122-008-0- 250	PARKS PCT.2 - UNEMPLOYMENT COMPENSATION	51.09
TOTAL BUDGET INCREASE (DECREASE)		0.00

REASON:

Interdepartmental transfer to fund the salary and related fringe benefit expenditures for the creation of various positions under Pct. 2 Parks.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK