



HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct #3 #123

DATE: 6-26-12

CURRENT POSITION TITLE: Office Clerk ~~Temporary~~

CURRENT SLOT #: ~~T071~~

T089

REQUESTED POSITION TITLE: ~~Same~~ Office Clerk
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ 0.00 Current Budgeted Salary \$ 18,720.00 Proposed Budgeted Salary \$ 18,720.00 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 9.00 Hourly _____
Enter hourly rate for temp. positions
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ 18,720.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

7/3/2012 Start Date 12/31/2012 End Date M-F 8-5pm Working Days & Hours 40 hrs Hours Per Week Not to exceed 6 months 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)

Will assist in the office in different areas, temporary office help.

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

Will perform some light clerical duties as needed in different areas, will answer incoming telephones calls, will greet and direct walk-ins clients and/or office duties as assigned.


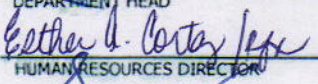

POSITION RECLASIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.		<u>JUN 29 2012</u>		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		<u>07-02-12</u>		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.		<u>07/02/2012</u>		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

Job Title: Office Clerk (temporary)	FLSA Status: Non-Exempt
Dept No: 123	Civil Service Status: Exempt

SUMMARY:

Answers telephone, performs light clerical duties, greets and routes walk-ins clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answers telephones and directs phone calls to appropriate staff member; takes messages as required;
- Greets visitors and directs them to proper location;
- Maintains daily activity log sheets;
- Performs light clerical work such as typing, filing and envelope stuffing;
- May be required to attend meetings from time to time and work extra work hours as deemed necessary;
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock;
- Regular attendance is a must;
- Ability to work well with others;

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;
- Should have experience as a receptionist, strong telephone skills and log-keeping;

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

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County;
- Ability to use office equipment, such as computer terminal, copier, calculator, fax machine and multi-extension telephone;

- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred;
- Knowledge of personal computer and software;
- May be required to utilize personal automobile on office related business;

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 departments' safety regulations;

PCT. 3 RD MAINTENANCE

Salaries Analysis Worksheet

as of 6/28/12

Acct No: 2-1200-431-00-123-005-0-XXX

Object Code	Acct. Description	2012		PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Lapsed Salaries & Fringes
		Total Budgeted Salary	Payroll Amount per Pay Period				
113	Regular Full-Time	\$2,518,741.00	\$96,874.65	14.0	\$1,356,245.15	\$1,510,226.91	\$153,981.76
121	Temp Full-Time	\$37,440.00	\$1,440.00	1.0	\$1,440.00	\$5,173.03	\$3,733.03
115	Longevity	\$23,137.11	\$964.05	12.0	\$11,568.56	\$16,325.85	\$4,757.30
211	Health	\$302,756.11	\$12,614.84	12.0	\$151,378.06	\$160,217.04	\$8,838.99
212	Life	\$1,963.12	\$163.59	6.0	\$981.56	\$1,044.53	\$62.97
220	FICA	\$197,318.43	\$7,589.17	14.0	\$106,248.39	\$116,514.17	\$10,265.78
230	Retirement	\$256,644.45	\$9,870.94	14.0	\$138,193.17	\$148,065.12	\$9,871.95
250	Unemployment	\$12,897.15	\$496.04	14.0	\$6,944.62	\$7,559.93	\$615.31
260	Workers Comp	\$0.00	\$0.00	14.0	\$0.00	\$0.00	\$0.00
TOTAL		\$3,350,897.37	\$130,013.29	-	\$1,772,999.49	\$1,965,126.58	\$192,127.09

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

AI - 32989

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

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplern. 117	Auto A. 118	
0001	113	CHIEF ADMINISTRATOR				\$84,357.00	\$84,357.00	\$480.00	\$0.00	\$0.00	\$0.00	\$84,837.00
0002	113	COORDINATOR				\$80,982.00	\$80,982.00	\$1,382.35	\$0.00	\$0.00	\$0.00	\$82,364.39
0003	113	EXECUTIVE ASST				\$62,986.00	\$62,986.00	\$668.67	\$0.00	\$0.00	\$0.00	\$63,654.67
0004	113	FIELD OPERATIONS DIRECTOR				\$60,737.00	\$60,737.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$61,757.00
0005	113	ASSISTANT FIELD OPERATIONS DIRECTOR				\$54,600.00	\$54,600.00	\$539.85	\$0.00	\$0.00	\$0.00	\$55,139.85
0006	113	ASSISTANT FIELD OPERATIONS DIRECTOR				\$51,739.00	\$51,739.00	\$300.00	\$0.00	\$0.00	\$0.00	\$52,039.00
0007	113	ADMIN AIDE				\$45,443.00	\$45,443.00	\$480.00	\$0.00	\$0.00	\$0.00	\$45,923.00
0008	113	PAVING SUPVSR				\$43,363.00	\$43,363.00	\$600.00	\$0.00	\$0.00	\$0.00	\$43,963.00
0009	113	COMM LIAISON				\$41,081.00	\$41,081.00	\$300.00	\$0.00	\$0.00	\$0.00	\$41,381.00
0010	113	MECHANIC III				\$42,000.00	\$42,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$42,720.00
0011	113	MAINTENANCE III				\$37,800.00	\$37,800.00	\$600.00	\$0.00	\$0.00	\$0.00	\$38,400.00
0013	113	HEAVY EQUIPMENT OPERATOR III				\$33,600.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0014	113	HEAVY EQUIPMENT OPERATOR III				\$33,600.00	\$33,600.00	\$960.00	\$0.00	\$0.00	\$0.00	\$34,560.00
0015	113	HEAVY EQUIPMENT OPERATOR III				\$33,600.00	\$33,600.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$34,920.00
0016	113	HEAVY EQUIPMENT OPERATOR II				\$33,600.00	\$33,600.00	\$840.00	\$0.00	\$0.00	\$0.00	\$34,440.00
0017	113	HEAVY EQUIPMENT OPERATOR II				\$33,600.00	\$33,600.00	\$480.00	\$0.00	\$0.00	\$0.00	\$34,080.00
0018	113	HEAVY EQUIPMENT OPERATOR II				\$33,600.00	\$33,600.00	\$300.00	\$0.00	\$0.00	\$0.00	\$33,900.00
0019	113	HEAVY EQUIPMENT OPERATOR II				\$33,600.00	\$33,600.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$34,620.00
0020	113	HEAVY EQUIPMENT OPERATOR II				\$33,600.00	\$33,600.00	\$660.00	\$0.00	\$0.00	\$0.00	\$34,260.00
0022	113	HEAVY EQUIPMENT OPERATOR III				\$33,600.00	\$33,600.00	\$300.00	\$0.00	\$0.00	\$0.00	\$33,900.00
0023	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0024	113	SUPERVISOR				\$35,700.00	\$35,700.00	\$840.00	\$0.00	\$0.00	\$0.00	\$36,540.00
0026	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0027	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$32,360.00
0030	113	MECHANIC II				\$28,796.00	\$28,796.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,796.00
0031	113	INVOICE CLERK				\$28,484.00	\$28,484.00	\$386.20	\$0.00	\$0.00	\$0.00	\$28,870.20
0032	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$420.00	\$0.00	\$0.00	\$0.00	\$32,420.00
0033	113	TRUCK DRIVER III				\$32,000.00	\$32,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$32,360.00
0034	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$32,720.00
0035	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$32,720.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

AI - 32989

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

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances				2012 ACTUAL TOTAL COMPENSATION	
								Longevity 115	Interpret. 116	Supplm. 117	Auto A. 118		Clothing 119
0037	113	MAINTENANCE II				\$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	\$28,186.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,186.00
0039	113	TRUCK DRIVER I				\$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	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0041	113	TRF SA/SPC II				\$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	\$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	\$28,000.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,720.00
0044	113	TRUCK DRIVER I				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0046	113	MAINTENANCE III				\$28,000.00	\$28,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,360.00
0047	113	TRUCK DRIVER II				\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
0049	113	TRF SA/SPC II				\$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	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0051	113	MAINTENANCE I				\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0055	113	MAINTENANCE I				\$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	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0057	113	MAINTENANCE I				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0058	113	MAINTENANCE I				\$28,000.00	\$28,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,360.00
0059	113	MAINTENANCE I				\$28,000.00	\$28,000.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,360.00
0060	113	MAINTENANCE I				\$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	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0062	113	MAINTENANCE I				\$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	\$30,000.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,300.00
0067	113	WELDER				\$32,760.00	\$32,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,760.00
0072	113	HEAVY EQUIPMENT OPERATOR III				\$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	\$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	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,600.00
0076	113	TRUCK DRIVER III				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0077	113	HUMAN RESOURCES COORDINATOR II				\$42,000.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00
0078	113	MAINTENANCE II				\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

HIDALGO COUNTY
COMMISSIONER COURT
 2012 SALARY SCHEDULE

AI - 32989

2-1200-431-00-123-005-0-
 PCT 3 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplam. 117	Auto A. 118	Clothing 119	
0079	113	ASSISTANT FIELD OPERATIONS DIRECTOR				\$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				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0081	113	HEAVY EQUIPMENT OPERATOR I				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0082	113	RIGHT OF WAY AGENT V				\$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				\$62,475.00	\$62,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,475.00
0084	113	TRUCK DRIVER III				\$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				\$40,425.00	\$40,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,425.00
0086	113	MAINTENANCE I				\$24,880.00	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,880.00
0087	113	CLERK III				\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00
0088	113	CLERK III				\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		CREATE THE FOLLOWING TEMPORARY FULL TIME POSITION: ↓ OFFICE CLERK					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T089	121				TOTAL	\$2,537,461.00	\$2,288,439.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,311,576.11

Approval to create the above highlighted temporary full time position(s), not to exceed (6) mths and/or 12/31/2012.

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: July 2, 2012

2012

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

Transfer

DEPARTMENT NAME: Department of Budget & Management for COMM. PCT NO. 3

ACCOUNT NUMBER: 2-1200-431-00-123-005-0-XXX

SUBJECT: Intradepartmental transfer(s)



Contact: Rosie Cantu

Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
113	REGULAR F/T EMPLOYEES	121	TEMPORARY F/T EMPLOYEES	\$ 9,324.14
TOTAL				\$ 9,324.14

REASON: TRANSFER TO FUND THE SALARIES AS A RESULT OF THE CREATION OF ONE NEW TEMPORARY FULL TIME POSITION, SLOT T089. FRINGES DO NOT NEED TO BE FUNDED AT THIS TIME; PCT HAS SUFFICIENT FUNDS FROM LAPSED FRINGE BENEFITS FROM VACANT POSITIONS.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK