



HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED

JUN 27 2012

Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Clerk's Office -180

DATE: 6/27/2012

CURRENT POSITION TITLE:

CURRENT SLOT. #: ~~002-T009~~
T015

REQUESTED POSITION TITLE: Assistant Deputy County Clerk (Temporary)
(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: \$ 20,570.00 ^{0.00} \$ 20,570.00 \$ 20,570.00
Current Budgeted Salary Proposed Budgeted Salary Net Change

Upgrade 3 Steps

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other County Clerk Archive 12-1100-415-40-180-002-0-121

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114
 Full Time Temporary Object 121 Part Time Temporary Object 122

Enter hourly rate for temp. positions
 \$ 9.8890 * 2080 = 20,570.00
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

<u>3</u> 7/2/12	<u>12/31/12</u>	<u>M-F/8-5</u>	<u>40 hrs</u>	<u>6 Months</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
 Exempt Non-Exempt
 Non-Exempt N/A

FLSA:
 Exempt Non-Exempt

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

Required for multiple projects, which include scanning, back-scanning and inter-filing of official and court records.

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

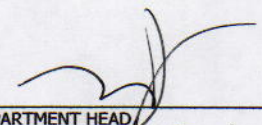


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>6/27/12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>6.27.12</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | 
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 | | | |

ASSISTANT DEPUTY COUNTY CLERK

GRADE: 03

GENERAL DESCRIPTION

Performs (entry-level) office work for the County Clerk's office. Work involves support tasks primarily involving customer service and support/clerical activities which may include: requests for information, entering data, answering telephones, filing and maintaining correspondence, files, reports, etc.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred. Must have some general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Bilingual is preferred

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas Driver's License and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Must have excellent verbal and written communication skills

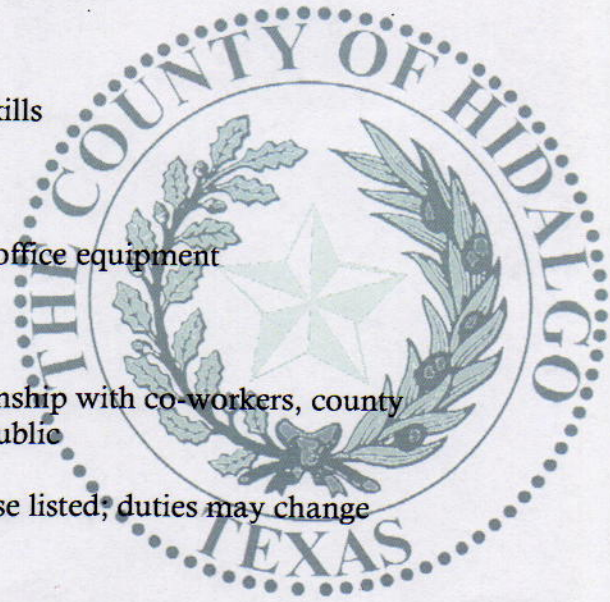
Must be able to type 40 wpm

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, other outside organizations, and the general public

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 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

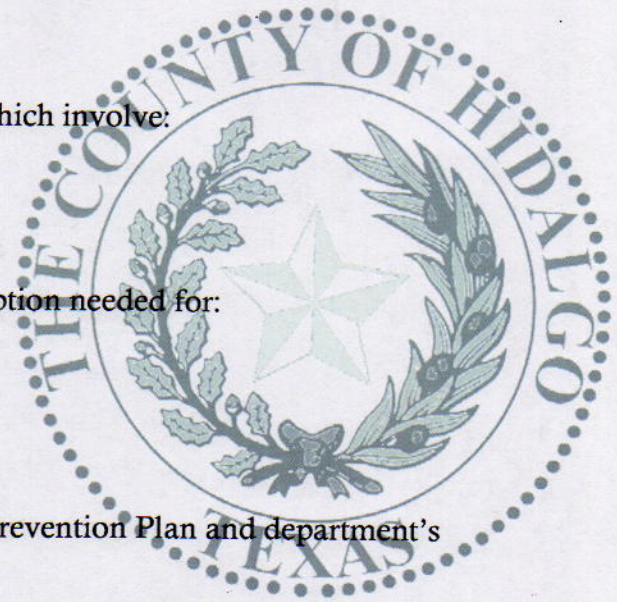
- demonstrating intellectual capabilities

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



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.

Agenda Item: 33016

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

Summary of request/proposal:

County Clerk- Record Archive (1100):

Discussion, consideration and approval to extend the following temporary full time position(s), not to exceed 6 months and/ or 12/31/12.

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested
				G	S	Salary	G	S	Salary	
1100	ASSISTANT DEP. CO. CLERK	T015	121	-	-	0.00	3	0	20,570.00	20,570.00
			TOTAL	-	-	0.00	-	-	20,570.00	20,570.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2- 1100-415-40-180-002-0- 121	CO CLERK - RECORD ARCHIVE TEMP F/T EMPLOYEES	\$10,245.59
2- 1100-415-40-180-002-0- 211	CO CLERK - RECORD ARCHIVE HEALTH INSURANCE	\$0.00
2- 1100-415-40-180-002-0- 212	CO CLERK - RECORD ARCHIVE LIFE INSURANCE	\$0.00
2- 1100-415-40-180-002-0- 220	CO CLERK - RECORD ARCHIVE FICA	\$783.79
2- 1100-415-40-180-002-0- 230	CO CLERK - RECORD ARCHIVE RETIREMENT	\$0.00
2- 1100-415-40-180-002-0- 250	CO CLERK - RECORD ARCHIVE UNEMPLOY. COMP	\$51.23
2- 1100-415-40-180-002-0- 260	CO CLERK - RECORD ARCHIVE WORKER'S COMP	\$0.00
	2012 BUDGETARY IMPACT:	\$11,080.61

2013 Budgetary Impact: N/A

Possible Funding Sources: INTRADEPARTMENTAL TRANSFER & LAPSED SALARIES

Comments:

CO CLERK RECORD ARCHIVE

Salaries Analysis Worksheet

as of 07/02/12

Acct No: 2-1100-415-40-180-002-0-XXX

Object Code	Acct. Description	2012 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Lapsed Salaries & Fringes
113	Regular Full-Time	\$230,587.00	\$8,868.73	14.0	\$124,162.23	\$135,896.39	\$11,734.16
114	Regular Part-Time	\$64,634.00	\$2,485.92	14.0	\$34,802.92	\$46,799.92	\$11,997.00
121	Temp Full-Time	\$20,570.00	\$791.15	13.0	\$10,285.00	\$8,050.48	(\$2,234.52)
115	Longevity	\$0.00	\$0.00	12.0	\$0.00	\$0.00	\$0.00
211	Health	\$54,132.00	\$2,255.50	12.0	\$27,066.00	\$29,471.87	\$2,405.87
212	Life	\$351.00	\$29.25	6.0	\$175.50	\$180.00	\$4.50
220	FICA	\$24,156.18	\$929.08	14.0	\$13,007.17	\$14,910.39	\$1,903.22
230	Retirement	\$31,420.61	\$1,208.49	14.0	\$16,918.79	\$18,178.21	\$1,259.42
250	Unemployment	\$1,578.92	\$60.73	14.0	\$850.19	\$957.31	\$107.12
260	Workers Comp	\$0.00	\$0.00	14.0	\$0.00	\$0.00	\$0.00
TOTAL		\$427,429.71	\$16,628.85	-	\$227,267.81	\$254,444.57	\$27,176.76

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: July 2, 2012

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for CO CLERK

ACCOUNT NUMBER: 2-1100-415-40-180-002-0-XXX CO CLERK RECORD ARCHIVE

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 FULL TIME	121	TEMPORARY FULL TIME	\$ 2,375.00
TOTAL				\$ 2,375.00

REASON: TRANSFER TO THE SALARIES OF ONE NEW TEMPORARY FULL TIME POSITION, SLOT NO T015. FUNDING ONLY A PORTION DUE TO LAPSED SALARIES AS A RESULT OF VACANT POSITION(S).

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /

DATE

ATTEST COUNTY CLERK

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-415-40-180-002-0-

CO CLERK- RECORD ARCHIVE

AI - 33016

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	Supplem. 117	Auto A. 118		Clothing 119
0001	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0002	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0005	113	DEPUTY COUNTY CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0006	113	DEPUTY COUNTY CLERK I	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0007	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0008	113	DEPUTY COUNTY CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0009	113	DEPUTY COUNTY CLERK I	5	0	\$23,993.00	\$23,993.00	\$23,993.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,993.00
0010	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0011	113	DEPUTY COUNTY CLERK I	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,024.00
0012	114	ASSISTANT DEPUTY COUNTY CLERK	3	0	\$20,570.00	\$20,570.00	\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,800.00
0013	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	\$21,653.00	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,653.00
0014	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,411.00
		CREATE THE FOLLOWING TEMPORARY FULL TIME POSITION											
T015	121	ASSISTANT DEPUTY COUNTY CLERK	3	0	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					TOTAL	\$315,791.00	\$295,451.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$295,451.00

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