



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.		06/27/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6-27-12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/02/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

RECEIVED  
JUN 27 2012  
Human Resources

DEPARTMENT NAME/NUMBER: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 06/27/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:

T011 T027

REQUESTED POSITION TITLE: CLERK I

### REQUEST FOR:

New Position  Temporary Position  Position Reclassification\*  Other Creation  
**EXTENSION OF TEMP POSITION**

### POSITION SALARY REQUEST:

1 NO. OF POSITIONS      -0- CURRENT GRADE & STEP/  
SALARY/ ALLOWANCE      G1, S0/ \$20,800.00 PROPOSED GRADE & STEP/  
SALARY/ ALLOWANCE      \$ \$20,800.00 NET CHANGE

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds

Other 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

### POSITION TYPE:

Full Time Employee Object 113       Part Time Employee Object 114       \$10.00  
Enter hourly rate for temp. positions

Full Time Temporary Object 121       Part Time Temporary Object 122       \$10.00 \* 2080 hrs = \$20,800.00  
Hourly Rate \* 2,080 hrs. per year = Annual Salary  
\$10.00 \* 899hrs = \$8,990.00 (ACTUAL EXPENDITURE)

### TEMPORARY POSITIONS:

7-2-12 Start Date      12-31-12 End Date      varies Working Days & Hours      varies Hours Per Week      Not to exceed 6 months Duration (2 weeks, 3 months, etc.)  
01/01/2012      07/01/2011      varies

### CIVIL SERVICE:

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

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

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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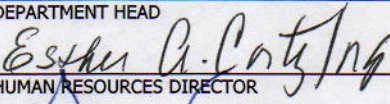

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		06/27/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6.27.12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/02/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form Human Resources

RECEIVED

JUN 27 2012

DEPARTMENT NAME/NUMBER: DA'S OFFICE- DA BAD CHECKS 080-006

DATE: 06/27/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:

~~T020~~ T028

REQUESTED POSITION TITLE: CLERK I

### REQUEST FOR:

- New Position    
 Temporary Position    
 Position Reclassification\*    
 Other Creation ~~EXTENSION OF TEMP POSITION~~

### POSITION SALARY REQUEST:

<u>1</u>	<u>-0-</u>	<u>SO \$17,636.00</u> <del>G1, S1/ \$18,564.00</del>	\$	<u>\$18,564.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

- Current Department Budget    
 Annual Budget Cycle    
 Will Require Additional Funds

Other 2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS

### POSITION TYPE:

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

\$8.93 ~~\$8.48~~  
Enter hourly rate for temp. positions  
\$8.48  
\$8.93 \* 2080 hrs = \$18,574.00  
Hourly Rate \* 2,080 hrs. per year = Annual Salary  
\$8.93 \* 832 hrs = \$7,430.00 (ACTUAL EXPENDITURE)  
\$8.48 x 832 hrs = \$7,055.00

### TEMPORARY POSITIONS:

<u>7-3-12</u> <u>01/01/2012</u>	<u>12-31-12</u> <u>07/01/2011</u>	<u>varies</u>	<u>varies</u>	<u>Not to exceed 6 months</u> <del>varies</del>
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.		06/27/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6.27.12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/02/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY Personnel Adjustment Request Form

RECEIVED  
JUN 27 2012  
Human Resources

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 06/27/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:  
T001 & T003 T004

REQUESTED POSITION TITLE: CLERK I

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other EXTENSION OF TEMP POSITION

### POSITION SALARY REQUEST:

<u>21</u>	<u>-0-</u>	<u>SO</u> <u>G1, S1/ \$17,636.00</u>	\$	<u>17,636.00</u> <u>\$35,272.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds

Other 2-1281-412-00-080-010-2-XXX APPROPRIATION OF FUNDS

### POSITION TYPE:

Full Time Employee Object 113     Part Time Employee Object 114     \$8.48

Full Time Temporary Object 121     Part Time Temporary Object 122     Enter hourly rate for temp. positions  
\$8.48 \* 2080 hrs = \$17,638.40

Hourly Rate \* 2,080 hrs. per year = Annual Salary  
\$8.48 \* (2080 hrs + 633 hrs) = \$11,904.16 (ACTUAL EXPENDITURE)  
\$ 6,436.00

### TEMPORARY POSITIONS:

<u>7/2/12</u> <u>01/01/2012</u>	<u>12/31/12</u> <u>07/01/2011</u>	<u>Varies</u>	<u>varies</u>	<u>Not to exceed 6 months</u> <u>varies</u>
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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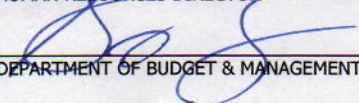
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		06/27/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6.27.12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/02/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		



# HIDALGO COUNTY

## Personnel Adjustment Request Form

**RECEIVED**  
JUN 27 2012  
Human Resources

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: 06/27/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #:  
T002 *T005, T006*

REQUESTED POSITION TITLE: CLERK I

**REQUEST FOR:**

- New Position    
  Temporary Position    
  Position Reclassification\*    
  Other *Creation*  
**EXTENSION OF TEMP POSITION**

**POSITION SALARY REQUEST:**

<u>12</u>	<u>-0-</u>	<b>G1, S1/ \$18,564.00</b>	\$ <u>37,128.00</u>
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE
			<del>\$18,564.00</del>

Position to be funded from one of the following:

- Current Department Budget    
  Annual Budget Cycle    
  Will Require Additional Funds

Other **2-1281-412-00-080-010-2-XXX FUNDS IN PLACE**

**POSITION TYPE:**

Full Time Employee Object 113	<input type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	<u>\$9.00</u>
Enter hourly rate for temp. positions				
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input checked="" type="checkbox"/>	<u>\$9.00 * 2080 hrs = \$18,720.00</u>
Hourly Rate * 2,080 hrs. per year = Annual Salary				
<u>\$9.00 * 657 hrs = \$5,913.00 (ACTUAL EXPENDITURE)</u>				
<u>\$9.00 * (159 hrs + 657 hrs.) = \$12,744.00</u>				

**TEMPORARY POSITIONS:**

<u>7-2-12</u>	<u>12-31-12</u>	<u>varies</u>	<u>varies</u>	<u>Not to exceed 6 months</u>
Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**

Exempt  Non-Exempt  N/A

**FLSA:**

Exempt  Non-Exempt

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

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.		06/27/2012		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		6.27.12		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		07/02/2012		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

# CLERK I

**GRADE: 01**

## **GENERAL DESCRIPTION**

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal 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

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Six (6) months of experience with clerical operations; Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

### **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

## CLERK IV

**GRADE: 07**

### **GENERAL DESCRIPTION**

Performs advanced (senior-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, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

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

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training 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 records administration and maintenance techniques and procedures; of warehousing 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 detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

### **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:

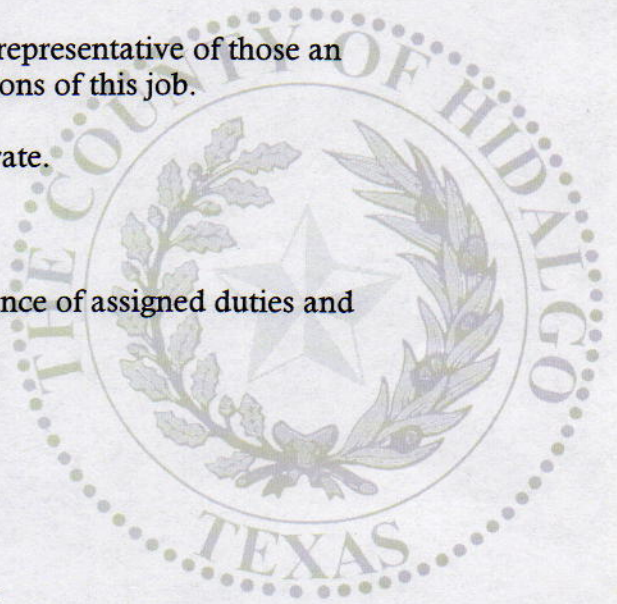
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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**  
**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: 33022

**Summary of request/proposal:**

DA'S OFFICE BAD CHECK (1222):

Approval to create the following temporary part-time positions, not to exceed 6 months and/or 12/31/2012:

\*\*\*\*\* ANNUAL \*\*\*\*\*

Fund	Position	Slot#	Obj	G	S	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1222	CLERK IV	T026	122	7	11	0.00	41,600.00	41,600.00
1222	CLERK I	T027	122	1	0	0.00	20,800.00	20,800.00
1222	CLERK I	T028	122	1	0	0.00	17,636.00	17,636.00
						0.00	80,036.00	80,036.00

\*\*\*\*\* HOURLY \*\*\*\*\*

Fund	Position	Slot#	Obj	G	S	Rate of Pay	Estimated Hours	Total Requested
1222	CLERK IV	T026	122	7	11	20.00	832	16,640.00
1222	CLERK I	T027	122	1	0	10.00	899	8,990.00
1222	CLERK I	T028	122	1	0	8.48	832	7,055.00
						38.48	2,563.00	32,685.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1222-412-00-080-006-0-122	DA BAD CK - TEMP P/T EMPLOYEES	\$16,405.11
2-1222-412-00-080-006-0-211	DA BAD CK - HEALTH INSURANCE	\$0.00
2-1222-412-00-080-006-0-212	DA BAD CK - LIFE INSURANCE	\$0.00
2-1222-412-00-080-006-0-220	DA BAD CK - FICA	\$1,254.99
2-1222-412-00-080-006-0-230	DA BAD CK - RETIREMENT	\$0.00
2-1222-412-00-080-006-0-250	DA BAD CK - UNEMPLOYMENT COMP	\$82.03
2-1222-412-00-080-006-0-260	DA BAD CK - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	\$17,742.13

2013 Budgetary Impact: N/A

**Possible Funding Sources:** AVAILABLE FUNDS AS OF 07/02/12 FROM WITHIN

**Comments:**


**D.A. BAD CHECKS**  
**SALARIES ANALYSIS WORKSHEET**

As of 07/02/2012

Acct No: 2-1222-412-00-080-006-0-XXX

Object Code	Acct. Description	2011 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Total Available
122	TEMP P/T EMPLOYEES	\$116,180.00	\$4,468.46	1.0	\$4,468.46	\$26,318.55	\$21,850.09
<b>TOTAL</b>		<b>\$116,180.00</b>	<b>\$4,468.46</b>		<b>\$4,468.46</b>	<b>\$26,318.55</b>	<b>\$21,850.09</b>

**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: 33022

**Summary of request/proposal:**

D.A. STATE SUPPLEMENT (1291):

Approval to createthe following temporary part-time positions, not to exceed 6 months and/or 12/31/2012:

\*\*\*\*\* ANNUAL \*\*\*\*\*

Fund	Position	Slot#	Obj	G	S	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1281	CLERK I	T004	122	1	0	0.00	17,636.00	17,636.00
1281	CLERK I	T005	122	1	1	0.00	18,564.00	18,564.00
1281	CLERK I	T006	122	1	1	0.00	18,564.00	18,564.00
						0.00	54,764.00	54,764.00

\*\*\*\*\* HOURLY \*\*\*\*\*

Fund	Position	Slot#	Obj	G	S	Rate of Pay	Estimated Hours	Total Requested
1281	CLERK I	T004	122	1	0	8.48	633	6,436.00
1281	CLERK I	T005	122	1	1	9.00	759	6,831.00
1281	CLERK I	T006	122	1	1	9.00	657	5,913.00
						26.48	2,049	19,180.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1281-412-00-080-010-2-122	D.A. STATE SUPPLEMENT - TEMP P/T EMPLOYEES	\$3,233.41
2-1281-412-00-080-010-2-211	D.A. STATE SUPPLEMENT - HEALTH INSURANCE	\$0.00
2-1281-412-00-080-010-2-212	D.A. STATE SUPPLEMENT - LIFE INSURANCE	\$0.00
2-1281-412-00-080-010-2-220	D.A. STATE SUPPLEMENT - FICA	\$247.36
2-1281-412-00-080-010-2-230	D.A. STATE SUPPLEMENT - RETIREMENT	\$0.00
2-1281-412-00-080-010-2-250	D.A. STATE SUPPLEMENT - UNEMPLOYMENT COMP	\$16.17
2-1281-412-00-080-010-2-260	D.A. STATE SUPPLEMENT - WORKER'S COMP	\$0.00
	2012 Budgetary Impact	\$3,496.94

2013 Budgetary Impact: N/A

**Possible Funding Sources:** FUNDS FROM WITHIN DEPT'S BUDGET

**Comments:**

DA State Supplement: Period 08/30/2011-08/31/2012 (Positions subject to funding from renewal of contract)

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

2-1222-412-00-080-006-0

DA BAD CHECKS

AI- 33022

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
0003	113	DEVELOPER & SYSTEM ENGINEER	17	5	\$72,503.00	\$72,503.00	\$73,392.00	\$780.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$77,772.00
G004	113	CRIME VICTIM COORDINATOR	10	3	\$39,707.00	\$39,707.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	113	ADMINISTRATIVE ASSISTANT V	12	1	\$43,284.00	\$43,284.00	\$43,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,284.00
T023	122	CLERK II	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
T024	122	CLERK II	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
0025	113	ASSISTANT DISTRICT ATTORNEY III	16	2	\$60,949.00	\$11,320.00	\$11,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,320.00
<b>CREATE THE FOLLOWING</b>													
T026	122	CLERK IV	7	11	\$39,768.00	\$41,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T027	122	CLERK I	1	0	\$17,636.00	\$20,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T028	122	CLERK I	1	0	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
								\$780.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$173,516.00

Approval to create the above highlighted temporary part-time positions, not to exceed 6 months and/or 12/31/2012.

**HIDALGO COUNTY  
COMMISSIONER COURT  
2012 SALARY SCHEDULE**

**2-1281-412-00-080-010-2**

**DA STATE SUPPLEMENT**

**AI- 33022**

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		
		<b>CREATE THE FOLLOWING</b>												
T004	122	CLERK I	1	1	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T005	122	CLERK I	1	1	\$18,564.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T006	122	CLERK I	1	1	\$18,564.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$54,764.00	\$54,764.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Approval to create the above highlighted temporary part-time positions, not to exceed 6 months and/or 12/31/2012.