

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): DBM-Budget Division

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Planning Analyst I

NEW POSITION OR REPLACEMENT FOR: Perla Lopez EMPLOYEE NO 172529

DEPT NO 115-001

POSITION/SLOT NO 022

ADVERTISED SALARY: \_\_\_\_\_ OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

\$ 35,254.00 Step 0

SPECIAL REQUIREMENTS: See attached job description

WORK LOCATION / HOURS: New Adm. Bldg - M-F 800-500pm

CONTACT PERSON: Rey Salazar

EXTENSION / PHONE NO: 292.7025

  
Department Head or Elected Official

2/11/2012  
Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_ NO \_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

## **PLANNING ANALYST I**

**GRADE: 10**

### **GENERAL DESCRIPTION**

Performs entry-level planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

May prepare and monitor performance measures

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

One to two (1-2) years experience in planning and research work; Graduation from an accredited four-year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

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

Knowledge of government organization and administration; and of planning, formulating, coordinating, and implementing methodologies

Ability to evaluate planning material and to communicate effectively

**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

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OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Budget Analyst I

NEW POSITION OR REPLACEMENT FOR: Erika Zamora EMPLOYEE NO 174424

DEPT NO 115-001

POSITION/SLOT NO 011

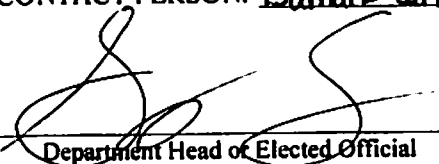
ADVERTISED SALARY: \$35,254.00 OTHER COMPENSATION: Step 0 COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: See attached job description

WORK LOCATION / HOURS: New Adm. Bldg M-F 800am-500pm

CONTACT PERSON: Damaris Sanmiguel

EXTENSION / PHONE NO: 292.7025

  
Department Head or Elected Official

7/11/2012  
Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

APPROVED HR CHIEF OF STAFF / DATE

APPROVED HR DIRECTOR / DATE

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# **BUDGET ANALYST I**

**GRADE: 10**

## **GENERAL DESCRIPTION**

Performs routine (journey-level) budget preparation and analysis work. Work involves collecting, organizing, and summarizing information relevant to activities of the budget and program staff; and developing, monitoring, and adjusting budgets; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Provides advice and assistance concerning budget, funding procedures and methods

Collects, analyzes, and reports data that supports alternative solutions to budget and management problems

Maintains trend data and prepares graphs, reports, and forecasts

Studies impact of regulations and laws on agency policies and budget and makes recommendations

Reviews budgets for accuracy and recommends adjustments for more effective use of funds

Assists in the preparation of biennial legislative appropriations requests

Assists in the preparation of budget briefs to provide management with expenditure data, trends, and recommendations

Assists in the preparation, update, and publication of reports and manuals

Assists in reviewing, evaluating, and preparing requests for funds

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) year of experience in accounting, auditing, finance, budget preparation and/or analysis work; Graduation from an accredited four-year college or university with major course work in accounting, finance, business or public administration, or a related field is generally preferred. Education and experience may be substituted for one another.

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

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; and of automated accounting, budgeting, and forecasting programs

Ability to analyze fiscal management information, to determine appropriate use of funds, and to perform statistical analysis

## **PHYSICAL DEMANDS:**

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