

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

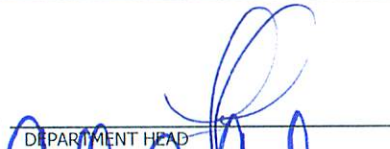
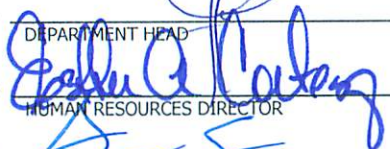

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	<u>12/19/12</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/20/12</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/27/12</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

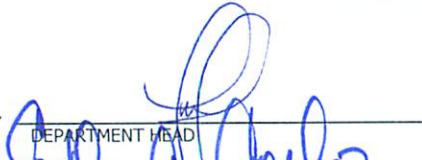
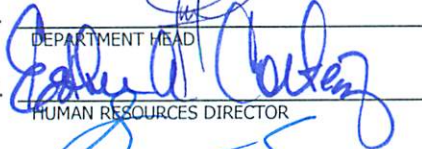
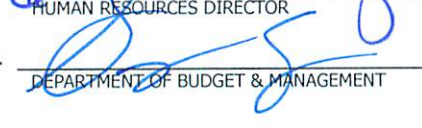
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	12/19/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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


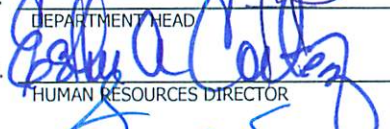

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.		<u>12/19/12</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>12/20/2012</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>12/27/2012</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Information Technology

DATE: 12/20/2010

CURRENT POSITION TITLE: Administrative Assistant II

CURRENT SLOT. #: 0018

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

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: \$ 33,013.00 \$ 0 \$ -33,013.00
 Current Budgeted Salary Proposed 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 _____
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

After reviewing the departments needs, this position is no longer needed,

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

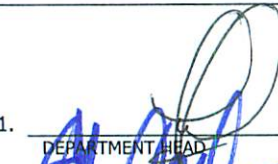


POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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	12/20/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/12 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: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: Application Developer III

CURRENT SLOT. #: 0006

REQUESTED POSITION TITLE: Application Developer III
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 57,462.00 \$ 64,462.00 \$ 7,000.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

POSITION Type:

Full Time Employee Part Time Employee _____
 Object 113 Object 114
 Enter hourly rate for temp. positions
 Full Time Temporary Part Time Temporary \$ _____
 Object 121 Object 122 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:		FLSA:	
Exempt	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>		

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

Critical business need as employees researches, designs, develop & maintain enterprise-wide software systems & data migration, integration and management tools. This position acts as the IT Security Officer and is charge of critical security monitoring software, hardware and systems.

1.	DEPARTMENT HEAD	DATE	12/19/12	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FUNDING AVAILABLE IN DEPT. BUDGET
2.	HUMAN RESOURCES DIRECTOR	DATE	12/20/2012	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	PERSONNEL PROCEDURES COMPLETED
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	12/22/2012	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	BUDGET PROCEDURES COMPLETED
4.	COMMISSIONERS COURT APPROVAL	DATE			

BUDGET & MANAGEMENT: Classification and Salary Recommendation
Funding available via the deletion of Administrative Assistant II

HUMAN RESOURCES: Classification and Salary Recommendation

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

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

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



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: TECHNICIAN III

CURRENT SLOT. #: 0009

REQUESTED POSITION TITLE: TECHNICIAN III
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 32,769.00 \$ 37,769.00 \$ 5,000.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

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
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
------------	----------	----------------------	----------------	------------------------------------

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)

Critical business need for a position that has assumed additional responsibilities including being assigned complex county wide projects, and duties such as server maintenance, virtual environments, county wide data back up, access and many other technical duties out of the realm off this current job description.

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



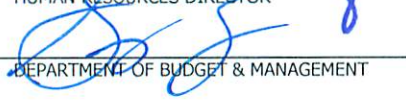
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Funding available via deletion of Administrative Assistant II

- | | | | | | |
|----|--|---------------------------|-----------------------------------|---|--|
| 1. | 
DEPARTMENT HEAD | <u>12/19/12</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>12/20/2012</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 3. | 
DEPARTMENT OF BUDGET & MANAGEMENT | <u>12/27/2012</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: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: TECHNICIAN I

CURRENT SLOT. #: 0019

REQUESTED POSITION TITLE: TECHNICIAN I
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 24,087.00 \$ 26,587.00 \$ 2,500.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

POSITION Type:

Full Time Employee Part Time Employee
 Object 113 Object 114
 Full Time Temporary Part Time Temporary \$ _____
 Object 121 Object 122 Enter hourly rate for temp. positions
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

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)

Salary adjustment increased level of technical service calls, in the past year the number of trouble tickets reported to IT has increased significantly.

2,156 service tickets closed since 7/2/12, technicians support not only Microsoft operating systems, but also Apple and other tablet/remote devices.

There are eight new remote sites that the IT department supports and has to travel to and support PCs, phones, cameras and access control systems.

IT technicians now fully support the technology needs of the Sheriff's Department.

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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Funding available via deletion of Administrative Assistant II

1.	 DEPARTMENT HEAD	12/19/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

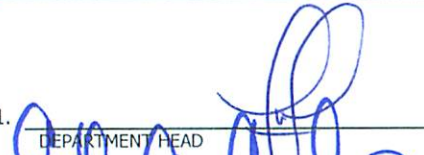
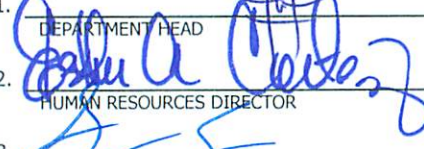
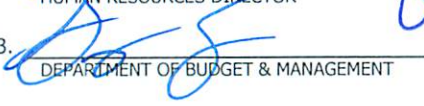
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	12/19/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2012 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: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: TECHNICIAN I

CURRENT SLOT. #: 0021

REQUESTED POSITION TITLE: TECHNICIAN I
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 24,087.00 \$ 26,587.00 \$ 2,500.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Salary adjustment increased level of technical service calls, in the past year the number of trouble tickets reported to IT has increased significantly.

2,156 service tickets closed since 7/2/12, technicians support not only Microsoft operating systems, but also Apple and other tablet/remote devices.

There are eight new remote sites that the IT department supports and has to travel to and support PCs, phones, cameras and access control systems.

IT technicians now fully support the technology needs of the Sheriff's Department.

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

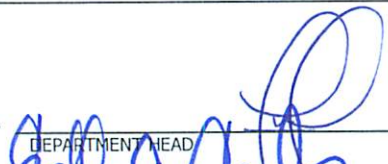

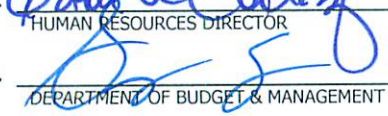
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	12/19/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2012 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: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: GIS OPERATOR IV

CURRENT SLOT. #: 0025

REQUESTED POSITION TITLE: GIS OPERATOR IV
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 52,132.00 \$ 55,632.00 \$ 3,500.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

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

 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Employee is now tasked with overseeing the staff assigned to the LUCA project. The LUCA project is the County's attempt at adjusting our US Census count. The work being done by this group will yield millions of dollars extra in federal assistance and grants.

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


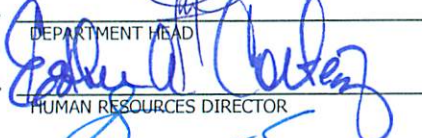

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	12/19/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/20/2012 DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/27/2012 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: INFORMATION TECHNOLOGY (200-001)

DATE: 12/19/2012

CURRENT POSITION TITLE: TECHNICIAN II

CURRENT SLOT. #: 0027

REQUESTED POSITION TITLE: TECHNICIAN II
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Salary Adjustment

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

POSITION SALARY REQUEST:

Salary Amount: \$ 28,094.00 \$ 30,594.00 \$ 2,500.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other Funds from deletion of position

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	

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

Salary adjustment increased level of technical service calls, in the past year the number of trouble tickets reported to IT has increased significantly.

2,156 service tickets closed since 7/2/12, technicians support not only Microsoft operating systems, but also Apple and other tablet/remote devices.

There are eight new remote sites that the IT department supports and has to travel to and support PCs, phones, cameras and access control systems.

IT technicians now fully support the technology needs of the Sheriff's Department.

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

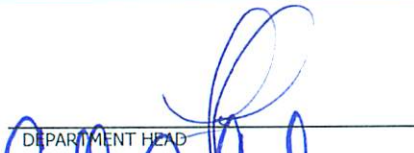

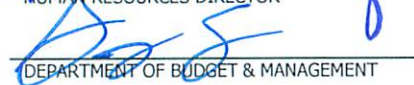
POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

FUNDING AVAILABLE VIA DELETION OF ADMINISTRATIVE ASSISTANT II

1.	 DEPARTMENT HEAD	<u>12/19/12</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/20/12</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/27/12</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
COMMISSIONER COURT
2013 SALARY SCHEDULE

3-1100-415-00-200-001-0

AI - 35857

INFORMATION TECHNOLOGY

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED SALARY	2013 ADJUSTED SALARY	2013 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2013 BUDGETED SALARY APPROVED	2013 ACTUAL SALARY	Other Allowances					2013 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	CHIEF INFORMATION OFFICER	\$92,412.00	\$0.00	\$92,412.00	0.03	\$2,772.36	\$0.00	\$95,184.00	\$0.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00
0002	113	INFORMATION SYSTEM ADM	\$73,495.00	\$1,055.00	\$74,550.00	0.03	\$2,236.50	\$0.00	\$76,786.00	\$0.00	\$900.00	\$0.00	\$0.00	\$4,800.00	\$0.00	\$5,700.00
0003	113	TECHNICIAN VI	\$59,322.00	\$818.00	\$60,140.00	0.03	\$1,804.20	\$0.00	\$61,944.00	\$0.00	\$540.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,940.00
0005	113	APPLICATION DEVELOPER III	\$55,788.00	\$0.00	\$55,788.00	0.03	\$1,673.64	\$0.00	\$57,462.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00
0006	113	APPLICATION DEVELOPER III	\$55,788.00	\$0.00	\$55,788.00	0.03	\$1,673.64	\$7,000.00	\$64,462.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
0007	113	TECHNICIAN V	\$49,344.00	\$0.00	\$49,344.00	0.03	\$1,480.32	\$0.00	\$50,824.00	\$0.00	\$780.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$4,380.00
0008	113	TECHNICIAN V	\$46,314.00	\$0.00	\$46,314.00	0.03	\$1,389.42	\$0.00	\$47,703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0009	113	TECHNICIAN III	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.45	\$5,000.00	\$37,769.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
0010	113	TECHNICAL SPECIALIST I	\$42,305.00	\$0.00	\$42,305.00	0.03	\$1,269.15	\$0.00	\$43,574.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
0012	113	TECHNICIAN III	\$34,043.00	\$457.00	\$34,500.00	0.03	\$1,035.00	\$0.00	\$35,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0013	113	ADMINISTRATIVE ASSISTANT II	\$34,916.00	\$0.00	\$34,916.00	0.03	\$1,047.48	\$0.00	\$35,963.00	\$0.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,320.00
0014	113	TECHNICAL SPECIALIST I	\$42,305.00	\$0.00	\$42,305.00	0.03	\$1,269.15	\$0.00	\$43,574.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00
0015	113	ADMINISTRATIVE ASSISTANT III	\$34,043.00	\$0.00	\$34,043.00	0.03	\$1,021.29	\$0.00	\$35,064.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
0017	113	TECHNICIAN II	\$27,276.00	\$0.00	\$27,276.00	0.03	\$818.28	\$2,500.00	\$30,594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0018	113	ADMINISTRATIVE ASSISTANT II	\$32,051.00	\$0.00	\$32,051.00	0	\$961.53	\$0.00	\$33,013.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0019	113	TECHNICIAN I	\$23,385.00	\$0.00	\$23,385.00	0.03	\$701.55	\$2,500.00	\$26,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0020	113	TECHNICIAN I	\$22,216.00	\$1,169.00	\$23,385.00	0.03	\$701.55	\$0.00	\$24,087.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0021	113	TECHNICIAN I	\$22,216.00	\$1,169.00	\$23,385.00	0.03	\$701.55	\$0.00	\$24,087.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0022	113	TECHNICAL SPECIALIST II	\$41,120.00	\$2,164.00	\$43,284.00	0.03	\$1,298.52	\$5,000.00	\$49,583.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0023	113	TECHNICAL SPECIALIST I	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.27	\$0.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0025	113	GIS OPERATOR IV	\$50,487.00	\$127.00	\$50,614.00	0.03	\$1,518.42	\$3,500.00	\$55,632.00	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00
0027	113	TECHNICIAN II	\$27,276.00	\$0.00	\$27,276.00	0.03	\$818.28	\$2,500.00	\$30,594.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0030	113	TECHNICIAN II	\$31,096.00	\$0.00	\$31,096.00	0.03	\$932.88	\$0.00	\$32,029.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0031	113	TECHNICAL SPECIALIST I	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.27	\$0.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0032	113	TECHNICAL OPERATIONS ADMINISTRATOR	\$63,599.00	\$0.00	\$63,599.00	0.03	\$1,907.97	\$0.00	\$65,507.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$1,034,779.00	\$6,959.00	\$1,041,738.00		\$31,252.14	\$33,000.00	\$1,105,988.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$10,800.00	\$0.00	\$18,300.00

Approval of the above highlighted personnel actions.
All personnel actions pending CC approval.

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: Friday, December 28, 2012

Agenda Item: 35857

Summary of request/proposal:

IT DEPT (1100):
 APPROVAL OF DELETION OF POSITION (SLOT 0018), SALARY ADJUSTMENTS (SALARY INCREASES), AND TITLE CHANGES.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	APPLICATION DEVELOPER III	0006	113	57,462.00	64,462.00	7,000.00
1100	TECHNICIAN III	0009	113	32,769.00	37,769.00	5,000.00
1100	TECHNICIAN II	0017	113	28,094.00	30,594.00	2,500.00
1100	ADMINISTRATIVE ASSISTANT II	0018	113	33,013.00	0.00	(33,013.00)
1100	TECHNICIAN I	0019	113	24,087.00	26,587.00	2,500.00
1100	TECHNICIAN I	0020	113	24,087.00	26,587.00	2,500.00
1100	TECHNICIAN I	0021	113	24,087.00	26,587.00	2,500.00
1100	TECHNICAL SPECIALIST II	0022	113	44,583.00	49,583.00	5,000.00
1100	GIS OPERATOR IV	0025	113	52,132.00	55,632.00	3,500.00
1100	TECHNICIAN II	0027	113	28,094.00	30,594.00	2,500.00
1100	TECHNICAL OPERATIONS ADMINISTRATOR CHS ADMINISTRATOR	0032	113	65,507.00	65,507.00	0.00
TOTAL				348,408.00	348,395.00	(13.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-415-00-200-001-0-113	INFORM. TECHNOLOGY- REG F/T EMPLOYEES	(\$13.00)
3-1100-415-00-200-001-0-211	INFORM. TECHNOLOGY- HEALTH INSURANCE	(\$4,164.00)
3-1100-415-00-200-001-0-212	INFORM. TECHNOLOGY- LIFE INSURANCE	(\$27.00)
3-1100-415-00-200-001-0-220	INFORM. TECHNOLOGY- FICA	(\$0.99)
3-1100-415-00-200-001-0-230	INFORM. TECHNOLOGY- RETIREMENT	(\$1.34)
3-1100-415-00-200-001-0-250	INFORM. TECHNOLOGY- UNEMPLOYMENT COMP	(\$0.07)
3-1100-415-00-200-001-0-260	INFORM. TECHNOLOGY- WORKER'S COMP	(\$0.03)
2013 Budgetary Impact		(\$4,206.43)

2014 Budgetary Impact: (\$4,206.43)

Possible Funding Sources: NO BUDGETARY IMPACT (COST SAVINGS)

Comments:

INCREASES TO BE COVERED FROM WITHIN DEPT BUDGET (DELETION OF POSITION, SLOT 0018)

AI-35857: EXHIBIT "A"

Delete Slot	Position Title	2013 Salary	2013 Prop.
18	Administrative Assistant II	33,013.00	-

Adjust Slot	Position Title	2013 Salary	2013 Prop.
6	Application Developer III	57,462.00	64,462.00
9	Technician III	32,769.00	37,769.00
17	Technician II	28,094.00	30,594.00
19	Technician I	24,087.00	26,587.00
20	Technician I	24,087.00	26,587.00
21	Technician I	24,087.00	26,587.00
22	Technical Specialist II	44,583.00	49,583.00
25	GIS Operator IV	52,132.00	55,632.00
27	Technician II	28,094.00	30,594.00

Adjustment Totals 33,000.00