



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT 4 RD MAINT (124-007)

DATE: December 28, 2012

CURRENT POSITION TITLE: EXEC. ASST. FOR COMMUNITY & INTERGOVERNMENTAL RELA.

CURRENT SLOT. #: 0069

REQUESTED POSITION TITLE: N/A

### 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: \$ 60,655.00 Current Budgeted Salary   \$ -0- Proposed Budgeted Salary   \$ (60,655.00) Net Change

Position to be funded from one of the following:

Current Department Budget    Annual Budget Cycle    Will Require Additional Funds

Other DELETION OF POSITION - NO FUNDS REQUIRED

### 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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	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)

Position being transferred to Health 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

---

---

---

1.	 DEPARTMENT HEAD	<u>12/19/12</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/21/2012</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/22/2012</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 RECLASIFICATION:** 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

---

---

---

1.		<u>12-19-12</u>		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.		<u>12/21/2012</u>		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.		<u>12/27/2012</u>		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

## **EXECUTIVE ASSISTANT IV**

**GRADE: 17**

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or county

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Seven (7) years experience in office administration. Graduation from an accredited four-year college or university with major course work in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

## **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.*

**To: Commissioner' Court**  
**From: Sergio Cruz, Budget Officer**  
**CC Date: Friday, December 28, 2012**

**Agenda Item: 35978**

**Summary of request/proposal:**

**PCT. 4 RD MAINT (1200):**

Approval to delete one full time Exec. Asst. for Community & Intergovernm'tl Rela. Position (slot no.0069), (includes 3% COLA Adjustment) effective 01/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	EXEC. ASST. FOR COMMUNITY & INTERGOVERNMENTAL RELA.	0069	113	60,655.00	0.00	(60,655.00)
				60,655.00	0.00	(60,655.00)

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1200-431-00-124-007-0-113	PCT 4 RD MAINT REG F/T EMPLOYEES	(\$60,655.00)
3-1200-431-00-124-007-0-211	PCT 4 RD MAINT HEALTH INSURANCE	(\$4,164.00)
3-1200-431-00-124-007-0-212	PCT 4 RD MAINT LIFE INSURANCE	(\$27.00)
3-1200-431-00-124-007-0-220	PCT 4 RD MAINT FICA	(\$4,640.11)
3-1200-431-00-124-007-0-230	PCT 4 RD MAINT RETIREMENT	(\$6,259.60)
3-1200-431-00-124-007-0-250	PCT 4 RD MAINT UNEMPLOYMENT COMP	(\$303.28)
3-1200-431-00-124-007-0-260	PCT 4 RD MAINT WORKER'S COMP	(\$30.33)
	2013 Budgetary Impact	(\$76,079.32)

**2014 Budgetary Impact: (\$76,079.32)**

**Possible Funding Sources:**

FUNDS FROM DELETION TO BE TRANSFERRED TO HEALTH ADM FOR CREATION OF EXECUTIVE ASSISTANT IV

**Comments:**


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: 35978

**Summary of request/proposal:**

**HEALTH ADM (1100):**

Approval to create one full time Executive Assistant IV, slot no. 0050, (includes 3% COLA Adjustment) effective 01/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	Executive Assistant IV	0050	113	0.00	60,655.00	60,655.00
				0.00	60,655.00	60,655.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-441-00-340-001-0-	113	HEALTH ADM REG F/T EMPLOYEES	\$60,655.00
3-1100-441-00-340-001-0-	211	HEALTH ADM HEALTH INSURANCE	\$4,164.00
3-1100-441-00-340-001-0-	212	HEALTH ADM LIFE INSURANCE	\$27.00
3-1100-441-00-340-001-0-	220	HEALTH ADM FICA	\$4,640.11
3-1100-441-00-340-001-0-	230	HEALTH ADM RETIREMENT	\$6,259.60
3-1100-441-00-340-001-0-	250	HEALTH ADM UNEMPLOYMENT COMP	\$303.28
3-1100-441-00-340-001-0-	260	HEALTH ADM WORKER'S COMP	\$30.33
2013 Budgetary Impact			\$76,079.32

2014 Budgetary Impact: \$76,079.32

**Possible Funding Sources:**

Funds from deletion of Exec. Asst. for Community & Intergovernm'tl Rela. (Slot#0069/Pct. 4 Rd Maint)

**Comments:**


HIDALGO COUNTY  
COMMISSIONERS COURT  
2013 SALARY SCHEDULE

3-1100-441-00-340-001-0

AI-35978

HEALTH ADM

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	Interpret. 116	Supplem . 117	Auto A. 118	Clothing 119	
0001	112	CHIEF ADMIN OFFCR	\$108,355.00	\$0.00	\$108,355.00	0.03	\$3,250.65	\$0.00	\$111,606.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
0002	113	ACCOUNTANT III	\$49,344.00	\$0.00	\$49,344.00	0.03	\$1,480.32	\$0.00	\$50,824.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
0004	113	EXECUTIVE ASSISTANT I	\$40,078.00	\$0.00	\$40,078.00	0.03	\$1,202.34	\$0.00	\$41,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	HEALTH INSPECTOR II	\$34,360.00	\$574.00	\$34,934.00	0.03	\$1,048.02	\$0.00	\$35,982.00	\$0.00	\$480.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,480.00
0008	113	HEALTH INSPECTOR I	\$32,551.00	\$0.00	\$32,551.00	0.03	\$976.53	\$0.00	\$33,528.00	\$0.00	\$840.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,840.00
0009	113	HEALTH INSPECTOR I	\$31,520.00	\$281.00	\$31,801.00	0.03	\$954.03	\$0.00	\$32,755.00	\$0.00	\$720.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,720.00
0010	113	ANIMAL CONTROL SPECIALIST II	\$29,186.00	\$0.00	\$29,186.00	0.03	\$875.58	\$0.00	\$30,062.00	\$0.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00
0011	113	HEALTH INSPECTOR I	\$30,489.00	\$340.00	\$30,829.00	0.03	\$924.87	\$0.00	\$31,754.00	\$0.00	\$600.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,600.00
0012	113	SEPTIC TANK INSPECTOR	\$30,489.00	\$340.00	\$30,829.00	0.03	\$924.87	\$0.00	\$31,754.00	\$0.00	\$720.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,720.00
0013	113	HEALTH INSPECTOR I	\$31,096.00	\$0.00	\$31,096.00	0.03	\$932.88	\$0.00	\$32,029.00	\$0.00	\$420.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,420.00
0014	113	HEALTH INSPECTOR I	\$30,489.00	\$340.00	\$30,829.00	0.03	\$924.87	\$0.00	\$31,754.00	\$0.00	\$480.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,480.00
0016	113	ANIMAL CONTROL SPECIALIST II	\$28,231.00	\$57.00	\$28,288.00	0.03	\$848.64	\$0.00	\$29,137.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
0017	113	ANIMAL CONTROL SPECIALIST II	\$28,231.00	\$57.00	\$28,288.00	0.03	\$848.64	\$0.00	\$29,137.00	\$0.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00
0018	113	ANIMAL CONTROL SPECIALIST II	\$28,231.00	\$0.00	\$28,231.00	0.03	\$846.93	\$0.00	\$29,078.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
0019	113	ADMINISTRATIVE ASSISTANT III	\$27,420.00	\$2.00	\$27,422.00	0.03	\$822.66	\$0.00	\$28,245.00	\$0.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,320.00
0021	113	ANIMAL CONTROL SPECIALIST I	\$25,839.00	\$0.00	\$25,839.00	0.03	\$775.17	\$0.00	\$26,614.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00
0022	113	ANIMAL CONTROL SPECIALIST I	\$25,839.00	\$0.00	\$25,839.00	0.03	\$775.17	\$0.00	\$26,614.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00
0023	113	ANIMAL CONTROL SPECIALIST I	\$25,839.00	\$0.00	\$25,839.00	0.03	\$775.17	\$0.00	\$26,614.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
0024	113	ANIMAL CONTROL SPECIALIST I	\$25,839.00	\$0.00	\$25,839.00	0.03	\$775.17	\$0.00	\$26,614.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0025	113	MATERIALS CLERK	\$25,256.00	\$186.00	\$25,442.00	0.03	\$763.26	\$0.00	\$26,205.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
0026	113	CLERK III	\$27,908.00	\$0.00	\$27,908.00	0.03	\$837.24	\$0.00	\$28,745.00	\$0.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$660.00
0027	113	FAMILY PLANNING AIDE	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0028	113	CLERK III	\$27,024.00	\$0.00	\$27,024.00	0.03	\$810.72	\$0.00	\$27,835.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00
0029	113	ELIGIBILITY SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0030	113	ELIGIBILITY SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
0031	113	CLERK III	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0032	113	ELIGIBILITY SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00
0033	113	ELIGIBILITY SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0034	113	MAINTENANCE II	\$23,927.00	\$73.00	\$24,000.00	0.03	\$720.00	\$0.00	\$24,720.00	\$0.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,140.00
0035	113	OUTREACH SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
0037	113	OUTREACH SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00
0038	113	OUTREACH SPECIALIST I	\$24,203.00	\$0.00	\$24,203.00	0.03	\$726.09	\$0.00	\$24,929.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
0040	113	CLERK II	\$23,927.00	\$73.00	\$24,000.00	0.03	\$720.00	\$0.00	\$24,720.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,080.00
0042	113	CLERK III	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00

HIDALGO COUNTY  
COMMISSIONERS COURT  
2013 SALARY SCHEDULE

3-1100-441-00-340-001-0

AI-35978

HEALTH ADM

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	Interpret. 116	Supplem. 117	Auto A. 118	
0043	113	ELIGIBILITY SPECIALIST I	\$23,385.00	\$0.00	\$23,385.00	0.03	\$701.55	\$0.00	\$24,087.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0044	113	CLERK III	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0045	113	PUBLIC HEALTH TECHNICIAN III	\$48,383.00	\$757.00	\$49,140.00	0.03	\$1,474.20	\$0.00	\$50,614.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
0046	113	ENVIRONMENTAL HEALTH SERVICES DIVISION	\$54,526.00	\$0.00	\$54,526.00	0.03	\$1,635.78	\$0.00	\$56,162.00	\$0.00	\$1,260.00	\$0.00	\$5,000.00	\$0.00	\$6,260.00
0047	113	PUBLIC HEALTH TECHNICIAN II	\$40,078.00	\$0.00	\$40,078.00	0.03	\$1,202.34	\$0.00	\$41,280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0048	113	CLERK II	\$0.00	\$22,303.00	\$22,303.00	0.03	\$0.00	\$0.00	\$22,303.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0049	113	CLERK II	\$0.00	\$22,303.00	\$22,303.00	0.03	\$0.00	\$0.00	\$22,303.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0050	113	EXECUTIVE ASSISTANT IV	\$0.00	\$60,655.00	\$60,655.00	0.03	\$0.00	\$0.00	\$60,655.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$1,228,285.00	\$1,089,341.00	\$1,336,626.00		\$36,940.95	\$0.00	\$1,373,569.00	\$0.00	\$20,820.00	\$0.00	\$40,000.00	\$0.00	\$60,820.00

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





HIDALGO COUNTY  
 COMMISSIONERS COURT  
 2013 SALARY SCHEDULE

AI-35980

3-1200-431-00-124-007-0

PCT 4 RD MAINTENANCE

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	Interpret. 116	Supplem. 117	Auto A. 118		Clothing 119
0073	113	BUDGET ANALYST II	\$41,120.00	\$0.00	\$41,120.00	0.03	\$1,233.60	\$0.00	\$42,354.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
0074	113	CLERK IV	\$29,458.00	\$0.00	\$29,458.00	0.03	\$883.74	\$0.00	\$30,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$2,230,797.00	\$0.00	\$2,230,797.00		\$66,923.91	\$0.00	\$2,297,715.00	\$0.00	\$28,560.24	\$0.00	\$8,000.00	\$5,000.00	\$0.00	\$41,560.24

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

DATE: December 28, 2012

DEPARTMENT HEAD: Sergio Cruz

**2013**

Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Health Adm

ACCOUNT NUMBER: 3-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: Erika Zamora PHONE: (956) 292-7025 Ext. 5416

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
<b>FROM</b>				
3-1100-415-00-115-002-0-	899	CO WIDE ADM	CONTINGENCY	(76,079.32)
<b>TO</b>				
3-1100-441-00-340-001-0-	113	HEALTH ADM	REG F/T EMPLOYEES	60,655.00
3-1100-441-00-340-001-0-	211	HEALTH ADM	HEALTH INSURANCE	4,164.00
3-1100-441-00-340-001-0-	212	HEALTH ADM	LIFE INSURANCE	27.00
3-1100-441-00-340-001-0-	220	HEALTH ADM	FICA	4,640.11
3-1100-441-00-340-001-0-	230	HEALTH ADM	RETIREMENT	6,259.60
3-1100-441-00-340-001-0-	250	HEALTH ADM	UNEMPLOYMENT	303.28
3-1100-441-00-340-001-0-	260	HEALTH ADM	WORKERS COMP	30.33
TOTAL BUDGET INCREASE (DECREASE)				<b>0.00</b>

REASON:

To fund creation of one (1) full time Executive Assistant IV slot no 0050, AI-35978 for Health Adm.

SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

COMMISSIONERS COURT

ATTEST, COUNTY CLERK