



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT 4 RD MAINT/PCT 4 BCAP (124-007)/(124-019)

DATE: December 28, 2012

CURRENT POSITION TITLE: SP/PROJ COORD

CURRENT SLOT. #: 0003
0001

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: \$ 49,020.00 (Slot 003)
5,361.00 (Slot 001) \$ -0- \$ (54,381.00)
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 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)

Transferring to Executive Office to assist in countywide operational projects.


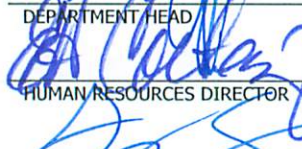

NEW POSITION: Brief job description and attach a copy of the new job description.

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


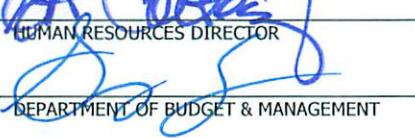
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COMMENTS: (Any comments you wish to make regarding this request)

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>12/27/2012</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

ADMINISTRATIVE ASSISTANT V

GRADE: 12

GENERAL DESCRIPTION

Performs advanced (senior-level) secretarial-administrative assistance within a county department. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs complex technical assistance work for an agency program

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Develops administrative and technical policies and procedures

Develops, coordinates, and maintains record keeping and filing systems

May assist in the implementation of program planning

May assist in compiling and analyzing data, making calculations, and preparing reports

May research, compose, design, or edit agency publications such as brochures, forms, manuals, and reports

May research technical and policy issues

May develop training materials and train clerical staff

Promptly obtains and provides accurate and complete information when requested by members of the public, officials, and county employees

May plan, assign, and/or supervise the work of others

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of experience in administrative support work in a government setting. Graduation from an accredited four-year college or university with major course work in a related field is generally preferred. Two (2) years of experience maybe substituted for one (1) year of education.

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 legislative and legal practices and procedures

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Must be able to work effectively with minimal supervision and take initiative in problem solving

Ability to implement new systems and procedures and to evaluate their effectiveness, to communicate effectively, to effectively interpret programs and plans, to train others, and to supervise the work of others

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: Friday, December 28, 2012

Agenda Item: 35980

Summary of request/proposal:

EXECUTIVE OFFICE (1100):

Approval to create one full time Administrative Assistant V, slot no. 0015, (includes 3% COLA Adjustment) effective 01/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	ADMINISTRATIVE ASSISTANT V	0015	113	0.00	49,020.00	49,020.00
1100	ADMINISTRATIVE ASSISTANT V	0015	115	0.00	1,380.00	1,380.00
				0.00	50,400.00	50,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-413-00-125-001-0-113	EXECUTIVE OFFICE - REG F/T EMPLOYEES	\$49,020.00
3-1100-413-00-125-001-0-115	EXECUTIVE OFFICE - LONGEVITY	\$1,380.00
3-1100-413-00-125-001-0-211	EXECUTIVE OFFICE - HEALTH INSURANCE	\$4,164.00
3-1100-413-00-125-001-0-212	EXECUTIVE OFFICE - LIFE INSURANCE	\$27.00
3-1100-413-00-125-001-0-220	EXECUTIVE OFFICE - FICA	\$3,855.60
3-1100-413-00-125-001-0-230	EXECUTIVE OFFICE - RETIREMENT	\$5,201.28
3-1100-413-00-125-001-0-250	EXECUTIVE OFFICE - UNEMPLOYMENT COMP	\$252.00
3-1100-413-00-125-001-0-260	EXECUTIVE OFFICE - WORKER'S COMP	\$25.20
	2013 Budgetary Impact	\$63,925.08

2014 Budgetary Impact: \$63,925.08

Possible Funding Sources:

FUNDS FROM DELETION OF SP/PROJ COORD, (SLOT NO. 0003/PCT 4 RD MAINT) & Co Wide Adm-Contingency

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: 35980

Summary of request/proposal:

Pct. 4 Rd Maint/Pct. 4 BCAP (1200):

Approval to delete one (1) full-time SP/Proj Coord, Slot No. 0003 & 0001, (includes 3% COLA Adjustment) effective 01/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1200	SP/PROJ COORD	0003	113	49,020.00	0.00	(49,020.00)
1200	SP/PROJ COORD	0003	115	1,243.96	0.00	(1,243.96)
				50,263.96	0.00	(50,263.96)

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	(\$49,020.00)
3-1200-431-00-124-007-0-115	PCT 4 RD MAINT LONGEVITY PAY	(\$1,243.96)
3-1200-431-00-124-007-0-211	PCT 4 RD MAINT HEALTH INSURANCE	(\$3,753.43)
3-1200-431-00-124-007-0-212	PCT 4 RD MAINT LIFE INSURANCE	(\$24.34)
3-1200-431-00-124-007-0-220	PCT 4 RD MAINT FICA	(\$3,845.19)
3-1200-431-00-124-007-0-230	PCT 4 RD MAINT RETIREMENT	(\$5,187.24)
3-1200-431-00-124-007-0-250	PCT 4 RD MAINT UNEMPLOYMENT COMP	(\$251.32)
3-1200-431-00-124-007-0-260	PCT 4 RD MAINT WORKER'S COMP	(\$25.13)
	2013 Budgetary Impact	(\$63,350.61)

2014 Budgetary Impact: (\$63,350.61)

Possible Funding Sources: Funds from deletion to be transferred to Executive Office for Creation of Administrative Assistant V

Pct. 4 BCAP (1200):

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1200	SP/PROJ COORD	0001	113	5,361.00	0.00	(5,361.00)
1200	SP/PROJ COORD	0001	115	136.04	0.00	(136.04)
				5,497.04	0.00	(5,497.04)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1200-431-00-124-019-0-113	PCT 4 BCAP REG F/T EMPLOYEES	(\$5,361.00)
3-1200-431-00-124-019-0-115	PCT 4 BCAP LONGEVITY PAY	(\$136.04)
3-1200-431-00-124-019-0-211	PCT 4 BCAP HEALTH INSURANCE	(\$410.57)
3-1200-431-00-124-019-0-212	PCT 4 BCAP LIFE INSURANCE	(\$2.66)
3-1200-431-00-124-019-0-220	PCT 4 BCAP FICA	(\$420.52)
3-1200-431-00-124-019-0-230	PCT 4 BCAP RETIREMENT	(\$567.29)
3-1200-431-00-124-019-0-250	PCT 4 BCAP UNEMPLOYMENT COMP	(\$27.49)
3-1200-431-00-124-019-0-260	PCT 4 BCAP WORKER'S COMP	(\$2.75)
	2013 Budgetary Impact	(\$6,928.32)

2014 Budgetary Impact: (\$6,928.32)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

HIDALGO COUNTY
COMMISSIONERS COURT
2013 SALARY SCHEDULE

3-1100-413-00-125-001-0

AI-35980

EXECUTIVE OFFICE

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	
0005	113	ENVIRONMENTAL COMPLIANCE COORDINATOR	\$76,331.00	\$0.00	\$76,331.00	0.03	\$2,289.93	\$0.00	\$78,621.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0006	113	COURIER	\$22,857.00	\$0.00	\$22,857.00	0.03	\$685.71	\$0.00	\$23,543.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0007	112	COMMISSIONER'S COURT EXECUTIVE OFFICER	\$123,534.00	\$0.00	\$123,534.00	0.03	\$3,706.02	\$0.00	\$127,240.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
0009	113	ADMINISTRATIVE ASSISTANT IV	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.27	\$0.00	\$38,222.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00
0010	113	COMMISSIONERS' COURT ADMINISTRATOR	\$63,010.00	\$0.00	\$63,010.00	0.03	\$1,890.30	\$0.00	\$64,900.00	\$0.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00
0012	113	ENVIRONMENTAL COMPLIANCE MONITOR	\$34,360.00	\$0.00	\$34,360.00	0.03	\$1,030.80	\$0.00	\$35,391.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0013	113	ADMINISTRATIVE ASSISTANT III	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.45	\$0.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0015	113	ADMINISTRATIVE ASSISTANT V	\$0.00	\$49,020.00	\$49,020.00	0.03	\$0.00	\$0.00	\$49,020.00	\$0.00	\$1,380.00	\$0.00	\$0.00	\$0.00	\$1,380.00
			\$389,016.00	\$49,020.00	\$438,036.00		\$11,670.48	\$0.00	\$449,706.00	\$0.00	\$4,440.00	\$0.00	\$0.00	\$0.00	\$4,440.00

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	
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	\$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
			\$2,230,797.00	\$0.00	\$2,230,797.00		\$66,923.91	\$0.00	\$2,297,715.00	\$0.00	\$28,560.24	\$5,000.00	\$5,000.00	\$0.00	\$41,560.24

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

HIDALGO COUNTY
 COMMISSIONERS COURT
 2013 SALARY SCHEDULE

3-1200-431-00-124-019-0

AI-35980

PCT 4 BCAP

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	113	SP/PROJ COORD	\$5,205.00	\$0.00	\$5,205.00	0.03	\$156.15	\$0.00	\$5,361.00	\$0.00	\$136.04	\$0.00	\$0.00	\$0.00	\$0.00	\$136.04
0002	113	FIXED ASSET MANAGER	\$3,694.00	\$0.00	\$3,694.00	0.03	\$110.82	\$0.00	\$3,805.00	\$0.00	\$59.91	\$0.00	\$0.00	\$0.00	\$0.00	\$59.91
0003	113	ACCOUNTS PAYABLE SPECIALIST	\$3,259.00	\$0.00	\$3,259.00	0.03	\$97.77	\$0.00	\$3,357.00	\$0.00	\$119.85	\$0.00	\$0.00	\$0.00	\$0.00	\$119.85
			\$6,953.00	\$0.00	\$6,953.00		\$208.59	\$0.00	\$7,162.00	\$0.00	\$179.76	\$0.00	\$0.00	\$0.00	\$0.00	\$179.76

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 Executive Office

ACCOUNT NUMBER: 3-1100-41X-00-1X5-00X-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
FROM				
3-1100-415-00-115-002-0-	899	CO WIDE ADM	CONTINGENCY	(63,925.08)
TO				
3-1100-413-00-125-001-0-	113	EXECUTIVE OFFICE	REG F/T EMPLOYEES	49,020.00
3-1100-413-00-125-001-0-	115	EXECUTIVE OFFICE	LONGEVITY PAY	1,380.00
3-1100-413-00-125-001-0-	211	EXECUTIVE OFFICE	HEALTH INSURANCE	4,164.00
3-1100-413-00-125-001-0-	212	EXECUTIVE OFFICE	LIFE INSURANCE	27.00
3-1100-413-00-125-001-0-	220	EXECUTIVE OFFICE	FICA	3,855.60
3-1100-413-00-125-001-0-	230	EXECUTIVE OFFICE	RETIREMENT	5,201.28
3-1100-413-00-125-001-0-	250	EXECUTIVE OFFICE	UNEMPLOYMENT	252.00
3-1100-413-00-125-001-0-	260	EXECUTIVE OFFICE	WORKERS COMP	25.20
TOTAL BUDGET INCREASE (DECREASE)				0.00

REASON:

To fund creation of one (1) full time Administrative Assistant V slot no 0015, AI-35980 for Executive Office.

SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK