




HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

Esther A. Cortez  
Human Resources Director

**MEMORANDUM**

TO: Honorable Judge Aída Salinas Flores  
Hidalgo County 398<sup>th</sup> District Court

FROM: Esther A. Cortez, Human Resources Director   
Hidalgo County Human Resources Department

DATE: December 17, 2012

RE: **PAR Form – Indigent Defense Director**

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Judge Salinas Flores,

In response to the Personnel Adjustment Request Form submitted requesting the reclassification of the position of Indigent Defense Manager to Indigent Defense Director, as per Commissioners' Court, all requests for reclassifications will be considered after the first quarter of 2013.

Should you have any questions or require additional information, please do not hesitate to call me at 318-2660. Thank you.

EAC:sfr



**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)

Employee has additional duties: development and overseeing of Public Defenders Office, Video Magistration Project, Administration Project and assisting Probation Department with the development and overseeing of the Alternative Incarceration Program. Assisting Auditors with the Attorney Voucher process. Court differentiated case management.

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

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

*Will require additional funding.*

- |    |  |                                  |                                   |   |  |
|----|--|----------------------------------|-----------------------------------|---|--|
| 1. | <u><i>Anna Salinas</i></u><br>DEPARTMENT HEAD                  | <u><i>2/13/12</i></u><br>DATE    | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 2. | <u><i>Esther D. Cortez</i></u><br>HUMAN RESOURCES DIRECTOR     | <u><i>09-06-12</i></u><br>DATE   | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | <u><i>[Signature]</i></u><br>DEPARTMENT OF BUDGET & MANAGEMENT | <u><i>12/22/2012</i></u><br>DATE | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL                                   | DATE                             |                                   |   |  |

## **Indigent Defense Director**

### **GRADE:**

### **GENERAL DESCRIPTION**

Responsible for ensuring the Indigent Defense Office provides a full range of services to indigent criminal defendants and District, County Courts. Directs and coordinates the day-to-day operations of the Indigent Defense/DCM Office. Development and overseeing of the public defenders case load, Video Magistration Project, Court Administration Project and the Alternative Incarceration Program. Assist the overseeing of the attorney voucher process. Development of the Court Differentiated Case Management. Utilizes subordinate managerial personnel. Provides advice and counsel to managerial personnel and to the staff as a whole. Is Responsible for all administrative, managerial and budgetary decisions. Develops and approves all policies and procedures utilized in the office.

### **EXAMPLES OF WORK PERFORMED**

Directs and coordinates the overall day-to-day operations and ensures that policies and procedures are followed. Works with Attorneys and other county offices to develop manage and support the office

Supervises, evaluates, develops, and trains staff in all areas involved in the indigent defense office

Resolves disputes between Judges, court personnel, district attorneys, clients, general public, and in-office personnel

Determines appropriate action to be taken for unusual or extremely serious or complex situations

Consults and confers with subordinate managerial personnel in order to resolve problems; to integrate and to modify operational strategies, policies, and tactics; to formulate responses to changing internal and external environmental conditions; to develop and implement tactical plans and long range goals and objectives

Prepares and approves budgetary input and expenditures

Attends and coordinates management meetings, develops input on policies and procedures, and performs related operational management duties

Serves on various committees as a representative of the Indigent Defense office

Conducts presentations at conferences and seminars. Speaks before incarcerated persons, community, and social and citizens groups to improve and explain the Indigent Defense Program and its direction and scope

Authorizes any interaction with the press, presents information and answers questions by the press, and responds to the public or media's request for information

**Registration, Certification, or Licensure**

Employees must possess proof of a valid Texas Motor Vehicle operation license.

Must be able to be insured under the County's Insurance Carrier.

**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

## **PROGRAM MANAGER**

**GRADE: 16**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) administrative and supervisory program work; Work involves assisting in establishing program goals and objectives; Assisting in developing program guidelines, procedures, policies, rules, and regulations; Assisting in developing schedules, priorities, and standards for achieving program goals; and assisting in evaluating program activities; Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Oversees the work of assigned program staff

Prepares and reviews reports on the effectiveness of program activities

Confers with staff on program issues and problems

Assists in planning, implementing, coordinating, monitoring, and evaluating programs

Assists in the development of program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures

Assists in the preparation of program budget requests

Assists in the preparation of training and operational manuals, educational materials, and information programs

Assists in conducting special investigations, program analyses, and research studies

May provide training or technical assistance in a program area

Supervises the work of others

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three (3) years experience in the administration of a program relevant to assignment; Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred; Experience and education may be substituted for one another. Experience and education may be substituted for one another.

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

Knowledge of the principles and practices of public administration and management

Ability to establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, 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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

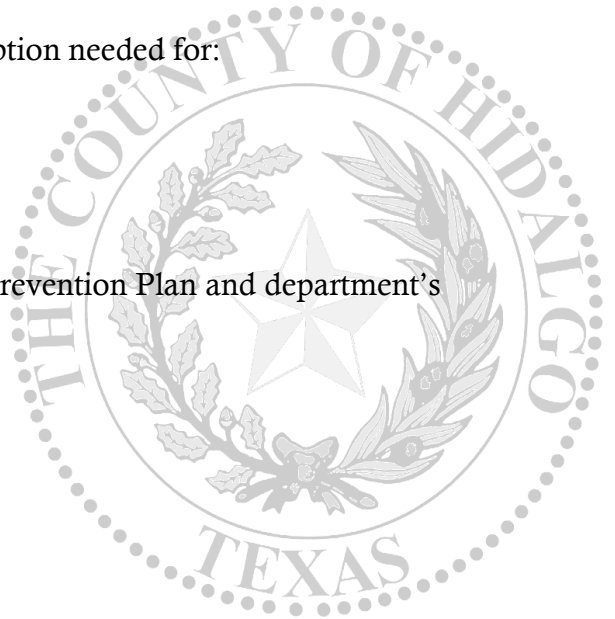
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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  
COMMISSIONER COURT  
2013 SALARY SCHEDULE

3-1100-412-00-009-003-0  
INDIGENT DEFENSE

AI - 35981

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	
0001	113	INDIGENT DEFENSE DIRECTOR	\$60,821.00	\$0.00	\$60,821.00	0.03	\$1,824.63	7,354.00	70,000.00	\$0.00	\$1,200.00	\$0.00	\$3,600.00	\$0.00	\$4,800.00
0002	113	PROGRAM MANAGER	\$47,611.00	\$0.00	\$47,611.00	0.03	\$1,428.33	\$44.00	\$49,039.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$1,080.00
0003	113	COMPLIANCE MONITOR	\$37,024.00	\$0.00	\$37,024.00	0.03	\$1,110.72	\$0.00	\$38,135.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$720.00
0004	113	SUPERVISOR	\$40,171.00	\$0.00	\$40,171.00	0.03	\$1,205.13	\$0.00	\$41,376.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
0005	113	SYSTEMS INTEGRATOR	\$40,042.00	\$0.00	\$40,042.00	0.03	\$1,201.26	\$0.00	\$41,243.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00
0006	113	DCM COORDINATOR	\$33,093.00	\$0.00	\$33,093.00	0.03	\$992.79	\$0.00	\$34,086.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
0007	113	COORDINATOR	\$33,093.00	\$0.00	\$33,093.00	0.03	\$992.79	\$0.00	\$34,086.00	\$0.00	\$420.00	\$0.00	\$0.00	\$0.00	\$420.00
			\$291,855.00	\$0.00	\$291,855.00		\$8,755.65	\$7,354.00	\$307,965.00	\$0.00	\$4,900.00	\$0.00	\$3,600.00	\$0.00	\$8,100.00

Approval to reclassify the above highlighted full time position, as reflected above, effective 1/01/2013:  
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: 35981

Summary of request/proposal:

**INDIGENT DEFENSE (1100):**

Approval to reclassify the following full time position, as follows, effective 1/01/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	From PROGRAM MANAGER To INDIGENT DEFENSE DIRECTOR	0001	113	62,646.00	70,000.00	7,354.00
				62,646.00	70,000.00	7,354.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-412-00-009-003-0-	113	INDIGENT DEFENSE - REG F/T EMPLOYEES	\$7,354.00
3-1100-412-00-009-003-0-	211	INDIGENT DEFENSE - HEALTH INSURANCE	\$0.00
3-1100-412-00-009-003-0-	212	INDIGENT DEFENSE - LIFE INSURANCE	\$0.00
3-1100-412-00-009-003-0-	220	INDIGENT DEFENSE - FICA	\$562.58
3-1100-412-00-009-003-0-	230	INDIGENT DEFENSE - RETIREMENT	\$758.93
3-1100-412-00-009-003-0-	250	INDIGENT DEFENSE - UNEMPLOYMENT COMP	\$36.77
3-1100-412-00-009-003-0-	260	INDIGENT DEFENSE - WORKER'S COMP	\$3.68
2013 Budgetary Impact			\$8,715.96

2014 Budgetary Impact: \$8,715.96

Possible Funding Sources: UNIDENTIFIED

Comments:
