



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2-Administration

DATE: 12/17/2012

CURRENT POSITION TITLE: Executive Assistant

CURRENT SLOT #: 0005

REQUESTED POSITION TITLE:

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:	<i>* 70,298.00</i>		<i>* (70,298.00)</i>
	\$ 45,585.00	\$ 0.00	\$ (45,585.00)
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

** Per 2013 Adopted Budget Salary schedule. ADL*
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 _____
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: N/A

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

CIVIL SERVICE: Exempt FLSA: Exempt
Non-Exempt *ANS* Non-Exempt
N/A

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

Position is not needed.

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

N/A

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

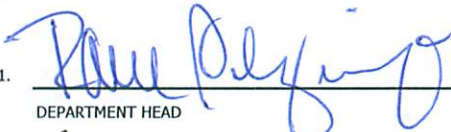


N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 _____ DEPARTMENT HEAD	<u>12/17/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 _____ HUMAN RESOURCES DIRECTOR	<u>12-26-12</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input 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

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2-Rd. Maintenance

DATE: 12/17/2012

CURRENT POSITION TITLE: Assistant Field Operations Director

CURRENT SLOT #: 0009

REQUESTED POSITION TITLE:

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:

\$	<u>40,765.00</u>	\$	0.00	\$	<u>(40,765.00)</u>
	39,578.00		Proposed G&S/ Budgeted Salary		(39,578.00)
	Current G&S/ 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 _____
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: N/A

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

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

Position is not needed.

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

N/A

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




N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>12/17/12</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | 
HUMAN RESOURCES DIRECTOR | <u>12-26-12</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input 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

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2-Rd. Maintenance

DATE: 12/17/2012

CURRENT POSITION TITLE: ~~Director, Field Operations~~

CURRENT SLOT #: 0090

REQUESTED POSITION TITLE: *Director, Field Operations*

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 0.00 \$ 79,750.00 \$ 79,750.00
Current G&S/ Budgeted Salary Proposed G&S/ 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 _____
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: N/A

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

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

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

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

N/A

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

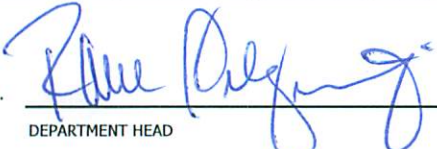


N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>12/17/12</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12-26-12</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		

DIRECTOR, FIELD OPERATIONS

GRADE: 19 (Precinct 2)

GENERAL DESCRIPTION

Performs complex (senior-level) precinct road and drainage construction and maintenance project management work; Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, including engineers, ROW agents, other state and local agencies, and other relevant parties; plans, assigns and supervises the work of project foremen and crew leaders ; works under the Direction of the Precinct Commissioner, with wide latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Manages, develops, oversees, and evaluates projects utilizing accepted project management methodologies;

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility;

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments;

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections;

Reviews and recommends proposals and bids to management;

Monitors and manages project cost to ensure project is completed within budget;

Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications;

Identifies potential project risk and difficulties, and designs strategies to mitigate or avoid them;

Communicates and explains project methodology and processes to interested groups and team members;

Compiles and distributes project information, project status reports, and project expenditures;

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors;

Decision making and county policy implementation;

Development of Performance Measurement;

Develop a work plan, with clearly defined timelines, responsibilities and activities, supporting the current Strategic Plan operations objective;

Monitor and report on the operations objective work plan status to the Operations Group, advising on strategies to assure timeline and outputs are on target;

Plans, assigns, and supervises the work of others;

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years related experience; Graduation from an accredited four-year college or university with major course work in Business Administration, Public Administration, Project Management, Engineering or a field relevant to assignment is generally preferred; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of project management theories and practices applicable to small- to mid-sized scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken

Ability to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of others

Registration, Certification, or Licensure

May require certification as a Project Management Professional (PMP)

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: Tuesday, January 08, 2013

Agenda Item: 36124

Summary of request/proposal:

PCT. 2 ROAD MAINTENANCE (1200):

Approval to delete and/or create the following positions:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1200	Assistant Field Operations Director	0009	113	40,765.00	0.00	(40,765.00)
1200	Director, Field Operations	0090	113	0.00	79,750.00	79,750.00
				40,765.00	79,750.00	38,985.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1200-431-00-122-006-0-113	PCT. 2 RD MAINTENANCE - REG F/T EMPLOYEES	\$38,238.16
3-1200-431-00-122-006-0-211	PCT. 2 RD MAINTENANCE - HEALTH INSURANCE	\$0.00
3-1200-431-00-122-006-0-212	PCT. 2 RD MAINTENANCE - LIFE INSURANCE	\$0.00
3-1200-431-00-122-006-0-220	PCT. 2 RD MAINTENANCE - FICA	\$2,925.22
3-1200-431-00-122-006-0-230	PCT. 2 RD MAINTENANCE - RETIREMENT	\$3,946.18
3-1200-431-00-122-006-0-250	PCT. 2 RD MAINTENANCE - UNEMPLOYMENT COMP	\$191.19
3-1200-431-00-122-006-0-260	PCT. 2 RD MAINTENANCE - WORKER'S COMP	\$19.12
	2013 Budgetary Impact	\$45,319.87

2014 Budgetary Impact: \$45,319.87

Possible Funding Sources: **PCT. 2 ADMINISTRATION FUNDS**

ADMINISTRATION (1200)

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1200	Executive Assistant	0005	113	70,298.00	0.00	(70,298.00)
				70,298.00	0.00	(70,298.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1200-431-00-122-005-0-113	PCT. 2 ADMINISTRATION - REG F/T EMPLOYEES	(\$68,951.30)
3-1200-431-00-122-005-0-211	PCT. 2 ADMINISTRATION - HEALTH INSURANCE	(\$4,084.23)
3-1200-431-00-122-005-0-212	PCT. 2 ADMINISTRATION - LIFE INSURANCE	(\$26.48)
3-1200-431-00-122-005-0-220	PCT. 2 ADMINISTRATION - FICA	(\$5,274.77)
3-1200-431-00-122-005-0-230	PCT. 2 ADMINISTRATION - RETIREMENT	(\$7,115.77)
3-1200-431-00-122-005-0-250	PCT. 2 ADMINISTRATION - UNEMPLOYMENT COMP	(\$344.76)
3-1200-431-00-122-005-0-260	PCT. 2 ADMINISTRATION - WORKER'S COMP	(\$34.48)
	2013 Budgetary Impact	(\$85,831.79)

2014 Budgetary Impact: (\$85,831.79)

Possible Funding Sources: **FUNDS TO BE TRANSFERRED TO PCT. 2 RD MAINTENANCE**

Comments:

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DATE: January 8, 2013

2013

Transfer

DEPARTMENT SERGIO CRUZ, BUDGET OFFICER

HEAD:

DEPARTMENT DEPT OF BUDGET & MANAGEMENT FOR PCT. 2 RD MAINT

NAME:

SUBJECT: INTERDEPARTMENTAL TRANSFER

Contact: Erika Zamora

Ph#: (956) 292-7025 EXT. 5416



Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME	Amount
FROM:		
3-1200-431-00-122-005-0- 113	PCT. 2 ADMINISTRATION - REG. FULL TIME	(38,238.16)
3-1200-431-00-122-005-0- 220	PCT. 2 ADMINISTRATION - FICA	(2,925.22)
3-1200-431-00-122-005-0- 230	PCT. 2 ADMINISTRATION - RETIREMENT	(3,946.18)
3-1200-431-00-122-005-0- 250	PCT. 2 ADMINISTRATION - UNEMPLOYMENT	(191.19)
3-1200-431-00-122-005-0- 260	PCT. 2 ADMINISTRATION - WORKERS' COMP	(19.12)
TO:		
3-1200-431-00-122-006-0- 113	PCT. 2 RD MAINTENANCE - REG. FULL TIME	38,238.16
3-1200-431-00-122-006-0- 220	PCT. 2 RD MAINTENANCE - FICA	2,925.22
3-1200-431-00-122-006-0- 230	PCT. 2 RD MAINTENANCE - RETIREMENT	3,946.18
3-1200-431-00-122-006-0- 250	PCT. 2 RD MAINTENANCE - UNEMPLOYMENT	191.19
3-1200-431-00-122-006-0- 260	PCT. 2 RD MAINTENANCE - WORKERS' COMP	19.12
		(0.00)
TOTAL BUDGET INCREASE/DECREASE		0.00

REASON: INTERDEPARTMENTAL TRANSFER FROM PCT. 2 ADMINISTRATION TO PCT. 2 RD MAINTENANCE TO FUND THE DIFFERENCE IN SALARY AND RELATED FRINGE BENEFIT EXPENDITURES FOR THE CREATION OF 1 (ONE) DIRECTOR, FIELD OPERATION POSITION. SLOT NO. 0090, BUDGETED SALARY \$79,750.00.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

HIDALGO COUNTY
 COMMISSIONER COURT
 2013 SALARY SCHEDULE

3-1200-431-00-122-006-0

AI - 36124

PCT 2 ROAD 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	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0090	113	DIRECTOR, FIELD OPERATIONS	\$0.00	\$79,750.00	\$79,750.00	0	\$0.00	\$0.00	\$79,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
T091	121	HEAVY EQUIPMENT OPERATOR III	\$0.00	\$34,360.00	\$34,360.00	0.03	\$0.00	\$0.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
T092	121	HEAVY EQUIPMENT OPERATOR III	\$0.00	\$34,360.00	\$34,360.00	0.03	\$0.00	\$0.00	\$34,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
T093	121	MECHANIC I	\$0.00	\$23,385.00	\$23,385.00	0.03	\$0.00	\$0.00	\$23,385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			\$1,348,141.00	\$213,135.00	\$1,561,276.00		\$40,444.23	\$0.00	\$1,601,718.00	\$0.00	\$12,600.00	\$0.00	\$6,000.00	\$0.00	\$18,600.00	

HIDALGO COUNTY
 COMMISSIONER COURT
 2013 SALARY SCHEDULE

3-1200-431-00-122-005-0

AI - 36124

PCT 2 ADMINISTRATION

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	113	CHIEF ADMINISTRATOR	\$69,337.00	\$15,020.00	\$84,357.00	0.03	\$2,531.00	\$0.00	\$86,888.00	\$0.00	\$600.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,600.00
0002	113	EXECUTIVE ASSISTANT IV	\$68,687.00	\$0.00	\$68,687.00	0.03	\$2,060.61	\$0.00	\$70,748.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00
0005	113	EXECUTIVE ASSISTANT	\$45,585.00	\$22,665.00	\$68,250.00	0	\$2,048.00	\$0.00	\$70,298.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	ADMINISTRATIVE ASSISTANT II	\$39,900.00	\$0.00	\$39,900.00	0.03	\$1,197.00	\$0.00	\$41,097.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
0009	113	DATA ENTRY CLERK II	\$29,233.00	\$0.00	\$29,233.00	0.03	\$876.99	\$0.00	\$30,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0010	113	CLERK/ RECEPTIONIST	\$28,894.00	\$0.00	\$28,894.00	0.03	\$866.82	\$0.00	\$29,761.00	\$0.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$840.00
0011	113	OFFICE CLERK	\$28,894.00	\$0.00	\$28,894.00	0.03	\$866.82	\$0.00	\$29,761.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0013	113	ACCOUNTANT III	\$43,284.00	\$0.00	\$43,284.00	0.03	\$1,298.52	\$0.00	\$44,583.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0014	113	PLANNING ANALYST 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
0015	113	ACCOUNTS PAYABLE SPECIALIST II	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.00	\$0.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0016	113	ADMINISTRATIVE ASSISTANT IV	\$0.00	\$39,952.00	\$39,952.00	0.03	\$1,199.00	\$0.00	\$41,151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0017	113	FIELD OPERATIONS INSPECTOR	\$0.00	\$35,391.00	\$35,391.00	0.03	\$1,062.00	\$0.00	\$36,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$252,742.00	\$37,685.00	\$290,427.00		\$8,713.60	\$0.00	\$299,141.00	\$0.00	\$3,240.00	\$0.00	\$0.00	\$5,000.00	\$36,124.00	\$8,240.00