



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: URBAN COUNTY - CDBG (250-001)

DATE: 1/8/13

CURRENT POSITION TITLE: COMPLIANCE MONITOR

CURRENT SLOT. #: 0007

REQUESTED POSITION TITLE: NA
(For new positions or reclassifications)

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other DELETE

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

POSITION SALARY REQUEST:

Salary Amount: \$ 49,834.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (49,834.00) 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.)
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"/>			

FLSA: Exempt Non-Exempt

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

AS PER THE NEEDS OF THE UCP, THIS POSITION IS NOT 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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u><i>Maria P. Lima</i></u>
DEPARTMENT HEAD | <u>1/8/13</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Ethel A. Cortez by Sylvia Rios</i></u>
HUMAN RESOURCES DIRECTOR | <u>01-17-13</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>01-18-13</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

COMPLIANCE MONITOR

GRADE: 13

GENERAL DESCRIPTION

Purpose of the job classification is to assist with management of ongoing county and/or department projects. Work includes educating and monitoring the sub-recipients receiving grant monies to ensure funds are properly allocated.

EXAMPLES OF WORK PERFORMED

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

Provides technical assistance to sub-recipients by answering inquiries and overseeing project implementation

Reviews payment requests from sub-recipients for consistency with governing agreements, checking calculations for accuracy and ensuring that all required documentation is included

Inputs project data and fiscal information into internal fiscal tracking system and related department programs; ensures that recorded information is consistent between the systems by reconciling accounts monthly

Assists with Environmental Reviews, Davis-Bacon Act wage reviews, construction documentation, and contract compliance

Assists the Grant Administrator with gathering, compiling and analyzing information on program related issues for preparation of required planning documents and budgets

Maintains grant contract and agreement files and monitors expenditures and revenue Activities

Interviews, receives and processes applications and makes eligibility determinations.

Sets up and maintains client files, ensuring that files contain all required documentation and third party verifications for eligibility determination

Prepares internal fund transfer or payment requests for assessments of eligible households

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in grant monitoring or auditing experience preferred. Graduation from an accredited four-year college or university with a Bachelor's Degree in one of the following fields and one year work experience in building technology, urban planning, or public administration.

Knowledge, Skills, and Abilities

Ability to read and interpret complex regulations, contracts, planning documents, maps, and construction drawings

Ability to write routine reports and correspondence

Ability to communicate effectively in writing, with knowledge of proper spelling, grammar and punctuation

Ability to speak effectively, using tact and professionalism to deliver information

Ability to explain complex regulatory requirements and/or procedures about the program with customers or before large groups

Ability to effectively interact and communicate with clients, sub-recipients

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



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: URBAN COUNTY - CDBG (250-001)

DATE: 1/8/13

CURRENT POSITION TITLE: NA

CURRENT SLOT. #: 0031

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

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 Current Budgeted Salary \$ 52,002.00 Proposed Budgeted Salary \$ 52,002.00 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.)
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)

THIS POSITION WILL BETTER SERVE THE NEEDS OF THE 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.	<u><i>Maria P. Lima</i></u> DEPARTMENT HEAD	<u>1/8/13</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>Katherine A. Lopez by Sylvia Roca</i></u> HUMAN RESOURCES DIRECTOR	<u>01.17.13</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01.18.13</u> DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

MONITOR III

GRADE: 14

GENERAL DESCRIPTION

The Monitor III position is an **advanced level technical position requiring experience in general auditing work**. The position requires monitoring/auditing of cities, nonprofit organizations and subrecipients that are funded with Urban County Program (UCP) funds. The position **requires the review of files and documents to assess compliance with federal rules and regulations and contracts provisions**. The Monitor III position requires professional conduct, cooperation and tact when dealing with governmental and other business entities.

EXAMPLES OF WORK PERFORMED

Conducts internal audits and prepares reports of department finances and operations including contracting, personnel, purchasing, payroll and fiscal procedures

Develops, plans and coordinates, in conjunction with the Director, the implementation of specialized or non-standard audits; selects audit methods, level and aspects of analysis, and investigative procedures

Surveys and evaluates strengths and weaknesses of internal controls and operational procedures and reports findings to the Director

Develops, plans and coordinates implementation of the annual inventory verification; assists in preparation and/or gathering of audit work-papers

Makes recommendations concerning deficiencies found by outside and internal audits

As directed by the Director, conducts reviews to determine if the department and UCP subrecipients are in compliance with federal, state and local regulations in its programs and grants administration

As directed by the Director, may act as liaison for outside agencies, investigating potential illegal activities

Assists the Director or designee in resolving special problems and completing projects which impact the entire department and funding programs

Develops, interprets and applies procedures to maintain required records

Conducts specifically assigned special investigations and compiles information for the Director and prepares formal reports on all investigations

Supervises the planning and development of the Standard Operating Procedures (SOP's) of the Department; maintains and controls the SOP's central book (s) and the distribution of the individual SOP's

Develops internal policies and procedures for the internal audit and regulatory compliance functions

Reviews project data and fiscal information input in fiscal tracking system (HUD Software-IDIS) and related department programs; ensures that recorded information is consistent between the systems by reconciling accounts monthly

Gathers, compiles and analyzes information on program related issues for preparation of required HUD planning documents and budgets

Provides staff training related to Integrated Disbursement Implementation Systems (HUD Software) for accurate reporting of accomplishments

Plans, assigns and supervises the work of others

Performs such other duties as may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in Accounting, Public Administration or related field; **Six (6) years of auditing experience, or a combination of education and experience.**

Knowledge, Skills, and Abilities

Good knowledge of HUD, municipal, State and Department procurement and contracting policies, procedures and practices; knowledge and experience in Accounting Standards for Non-Profit organizations and governmental entities

Considerable knowledge of audit theory, generally accepted accounting principles and practices, basic statistics and computerized management information systems

Considerable knowledge of HUD, State regulations and Department policies procedures and practices pertaining to the various programs, fund accounting, finance, federal procurement and supervisory and communications skills

Skills in analysis and evaluation of internal controls and management procedures

Ability to work independently, objectively and exercise independent judgment

Familiar with American Fundware Software and Microsoft Office Suites, **HUD reporting system-IDIS**

PHYSICAL DEMANDS:

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SAFETY REQUIREMENTS:

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- 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