



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **CONST PCT 3 (293-001)**

DATE: **03/06/13**

CURRENT POSITION TITLE: **SR. DEPUTY CONSTABLE STEP I**

CURRENT SLOT #: **0010**

REQUESTED POSITION TITLE: -----

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other DELETE

POSITION SALARY REQUEST:

| | | | | |
|---------------------|---------------------------------|----------------------------------|----|--------------------|
| <u>1</u> | <u>43,054.00</u> | <u>-0-</u> | \$ | <u>(43,054.00)</u> |
| NO. OF POSITIONS | CURRENT SALARY/ ALLOWANCE | PROPOSED SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS WILL REMAIN IN ACCOUNT AND BE UTILIZED TO COVER FOR THE SALARIES AND FRINGES OF THE NEW PROPOSED ADMINISTRATIVE V POSITION. (3-1100-421-00-293-001-0-XXX)

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
Non-Exempt
N/A

FLSA:

Exempt
Non-Exempt

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

Currently there is a deputy performing the function as an administrative assistant.

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. | <i>Hazou Gallardo P.</i> | 3/25/13 | | | |
| | DEPARTMENT HEAD | DATE | | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Esther A. Caty Iq</i> | 3/20/13 | | | |
| | HUMAN RESOURCES DIRECTOR | DATE | | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i> | 3/27/13 | | | |
| | DEPARTMENT OF BUDGET & MANAGEMENT | 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: **CONST PCT 3 (293-001)**

DATE: **03/25/13**

CURRENT POSITION TITLE: -----

CURRENT SLOT. #: **0023**

REQUESTED POSITION TITLE: **ADMINISTRATIVE ASSISTANT V**

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other _____

POSITION SALARY REQUEST:

| | | | | |
|---------------------|---------------------------------|----------------------------------|----|---------------|
| <u>1</u> | <u>-0-</u> | <u>41,120</u> | \$ | <u>41,120</u> |
| NO. OF POSITIONS | CURRENT SALARY/ ALLOWANCE | PROPOSED SALARY/ ALLOWANCE | | NET CHANGE |

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other FUNDS FROM DELETED SR. DEPUTY CONSTABLE STEP I POSITION (SLOT NO. 0010)

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
Non-Exempt
N/A

FLSA:

Exempt
Non-Exempt *per Nevada @ HR*

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

Currently we have a deputy that is performing administrative assistant duties. With the increase and additional process that is being received it is in dear need that we have a non-law enforcement personnel who is capable of overseeing the execution process of all civil and criminal process. In addition this position will be responsible for the development and submission of all productivity reports submitted to the commissioner's court as well as all grants received by this department.

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

See Administrative Assistant V 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)

This position will require to have at least 5 years experience in the Justice Court system and knowledge of computer software programs related to the operation of the JP and Constable's office. College Degree Preferred

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|---|------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Wazir Callander</u> DEPARTMENT HEAD | <u>3/25/13</u> DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cate</u> HUMAN RESOURCES DIRECTOR | <u>3/26/13</u> DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Wazir Callander</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>3/27/13</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