

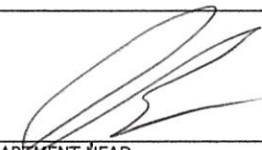
NEW POSITION: Brief job description and attach a copy of the new job description.

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>4/11/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	<u>Kathleen A. Louten/afe</u>	<u>04.14.14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	<u>MA 12 ABRAM</u>	<u>4-14-14</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

PEREZ, ABRAM SO#4964

FINLAND COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: _____
 DIVISION: _____
 CURRENT POSITION TITLE: _____
 DESIRED POSITION TITLE: _____
 DESIRED POSITION NUMBER: _____
 DESIRED POSITION CLASSIFICATION: _____

DATE: _____
 EMPLOYEE NAME: _____
 EMPLOYEE NUMBER: _____

REASON FOR REQUEST: _____
 New Position Position Change Position Reassignment Other

POSITION TO BE OBTAINED: _____
 POSITION CLASSIFICATION: _____
 POSITION NUMBER: _____

REASON FOR REQUEST (continued): _____
 Current Position New Position Other

POSITION TO BE OBTAINED (continued): _____
 POSITION CLASSIFICATION: _____
 POSITION NUMBER: _____

REASON FOR REQUEST (continued): _____
 Current Position New Position Other

START DATE: _____
 END DATE: _____
 WORKING DAYS A WEEK: _____
 HOURS FOR WORK: _____
 CIVIL SERVICE: Exempt Non-Exempt

JUSTIFICATION FOR REQUEST: (explain why the position or adjustment is necessary)

APPROVED BY: _____
 DATE: _____
 EMPLOYEE SIGNATURE: _____
 DATE: _____

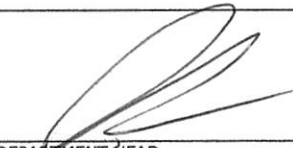
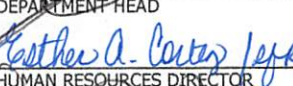
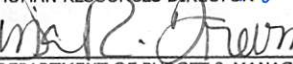
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1.		<u>4/14/14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>04.14.14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>04-14-14</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE /280**

DATE: **4/11/2014**

CURRENT POSITION TITLE:

CURRENT SLOT #: **001-417**

REQUESTED POSITION TITLE: **CHIEF DEPUTY**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other CLOTHING/SUPPLEMENTAL

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

POSITION SALARY REQUEST:

Salary Amount:

\$	<u>0.00</u>	\$	<u>90,000.00</u>	\$	<u>90,000.00</u>	<i>SALARY</i>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change	
\$	<u>0.00</u>	\$	<u>500.00</u>	\$	<u>500.00</u>	<i>CLOTHING</i>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change	
\$	<u>0.00</u>	\$	<u>1,800.00</u>	\$	<u>1,800.00</u>	<i>Supplemental</i>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change	<i>of 4/14/14</i>

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 Employee 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.)
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CIVIL SERVICE: Exempt Non-Exempt N/A
FLSA: Exempt Non-Exempt

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

THIS POSITION WILL REPLACE THE CURRENT CHIEF OF STAFF POSITION. THE CHIEF DEPUTY WILL REVIEW AND EVALUATE

STATISTICAL INFORMATION FOR BOTH ADULT DETENTION BUREAU AND LAW ENFORCEMENT BUREAU, MAKE FORMAL

PRESENTATIONS TO GOVERNMENTAL BOARDS, PREPARE AND/OR CHANGE ANY NEW OR CURRENT POLICY, OVERSEE ALL

AFFECTS OF HCSO BUDGETARY FINANCES, REVIEW, EVALUATE AND RECOMMEND HCSO APPLICANTS, ENSURES ALL RECORDS AND LEGAL DOCUMENTS ARE PROPERLY MAINTAINED, DEVELOP E AND ADMINISTER INTER-LOCAL CONTRACTS AND WILL REPRESENT AND ACT ON BEHALF OF THE SHERIFF AS DIRECTED.

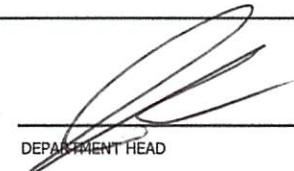
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- | | | | | | |
|----|--|-------------------------|-----------------------------------|---|-----------------------------|
| 1. | 
DEPARTMENT HEAD | <u>4/11/14</u>
Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Esther A. Cortez / sfc</u>
HUMAN RESOURCES DIRECTOR | <u>04.14.14</u>
Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>Uma R. Brown</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>04-14-14</u>
Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS' COURT APPROVAL | Date | | | |

HIDALGO COUNTY SHERIFF'S OFFICE

CHIEF DEPUTY

GENERAL DESCRIPTION

Will be assigned to oversee both criminal enforcement and adult detention center. The Chief Deputy is the first executive officer to the Sheriff. The Chief Deputy is the Sheriff's designee in all matters regarding the operations, administration and fiscal matters of the Hidalgo County Sheriff's department and Adult Detention facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending on the area of the Sheriff's Department to which assigned, will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following:

Administrative Duties

Conceive and prepare statistical information for the criminal enforcement and/or detention division and department related concerns, functions or activities

Make formal presentations to governmental boards as required

Prepare for consideration any new policy or change in current policy for the improved operation of criminal enforcement and/or detention

Directly oversee all aspects of finances involving the different budgets of the Sheriff

Ensure that all records and legal documents are properly documented, maintained and stored

Act on behalf of the Sheriff during his/her absence

Regular attendance is a must

Ability to work well with others

Supervisory Responsibilities

Will supervise those commanders, captains, lieutenants, sergeants, investigators, deputy sheriffs, detention officers, communication officers and civilian personnel

Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals and applicable federal and state laws

Shall report both orally and in written form, poor job performance, violations of department policy and violations of federal and state laws involving any subordinate

Experience and Education

Graduation from a high school or equivalent (GED)

Must have a minimum of fifteen (15) years of active law enforcement related experience

Certificates, Licenses, & Registration

Must possess a current Advanced Peace Officer license from Texas Commission on Law Enforcement Officers Standard and Education

Must possess a valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws

Ability to establish and maintain effective working relationships with other County employees and officials, law enforcement agencies and the general public

Ability to analyze situations and adopt a quick, effective and reasonable course of action

Ability to write clear and concise reports and to maintain complete records as required

Ability to learn the use and care of vehicles, firearms and specialized equipment

Ability to communicate effectively orally and in writing

Good physical condition.

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Ability to use decimals and percentages in solving such problems

Ability to speak, read and write in the English language

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees or organizations

Ability to speak and write in Spanish preferred

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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 required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is required to stand, walk and reach with hands and arms. The employee is required to sit, climb or balance, run, jump, stoop, kneel, crouch or crawl. The employee may have to physically subdue and restrain uncooperative suspects, prisoners and/or inmates.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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