



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINTENANCE. (121-005) DATE: 5/15/2014  
CURRENT POSITION TITLE: SYSTEM SUPPORT ANALYST CURRENT SLOT #: 0141  
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:

\$ 33,013.00 Current G&S/ Budgeted Salary    \$ ϕ Proposed G&S/ Budgeted Salary    \$ (33,013.00) 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  \_\_\_\_\_  
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.)

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

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

Upon evaluation of the Department, it is determined that this position be deleted to create a position that will assist with the field work operation.

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	<u>Dino Roe</u> DEPARTMENT HEAD	<u>5-15-14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>Esther A. Cortez / sgc</u> HUMAN RESOURCES DIRECTOR	<u>05-30-14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>06-2-14</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: PCT. 1 ROAD MAINTENANCE. (121-005)

DATE: 5/15/2014

CURRENT POSITION TITLE:

CURRENT SLOT #: 0146

REQUESTED POSITION TITLE: SUPERVISOR



**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount:

\$ φ Current G&S/ Budgeted Salary    \$ 33,013.00 Proposed G&S/ Budgeted Salary    \$ 33,013.00 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     \_\_\_\_\_  
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.)

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

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

Upon evaluation of the Department, it is determined that this position be created to assist the department with the operation relating to the overall field work.

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


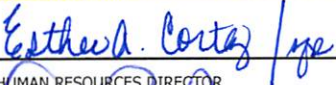
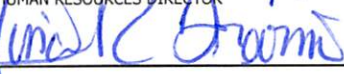
(See attachment)

**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>5-15-14</u>  | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD   | Date            |                                   |   |                             |
| 2. |  | <u>05-30-14</u> | PERSONNEL PROCEDURES COMPLETED    | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR  | Date            |                                   |   |                             |
| 3. |  | <u>06-2-14</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 PRECINCTS**

## **SUPERVISOR**

### **GENERAL DESCRIPTION**

Under the direction of the County Commissioner. The Supervisor coordinates activities and personnel of the Hidalgo County. The individual will supervise a crew. Requires thorough knowledge of management and supervisory procedures and, maintenance and operation of light and heavy equipment.

### **EXAMPLES OF WORK PERFORMED**

Schedule and coordinate equipment repair and maintenance

Coordinate personnel schedules

Insure that equipment and operational records are kept up to date

Operate and maintain heavy equipment as deemed necessary

Meet with engineering and construction personnel

Supervise the activities of all field workers

Coordinate and schedule all sanitation activities

Answer telephone and customer questions

Screen solid waste materials received

Keep accurate records of materials accepted at the landfill and/or collection stations

Procure, under purchasing policy regulation, prices and equipment and/or parts for equipment and operational activities

Prepare annual budget requests

Report to County Commissioner

Answer complaints and coordinate corrective action

Insure landfill compliance with TNRCC, if applicable

Meet with TNRCC staff when necessary, if applicable

Prepare operational reports as requested

Document and file forms requested by TNRCC., if applicable

Inspect grid markers, trench markers, entrance sign and other posted signs weekly and take corrective action if necessary to maintain TNRCC conformance, if applicable

Perform any other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

Ten (10) years experience in light and heavy equipment maintenance, operation and supervision

Knowledge of solid waste disposal and landfill procedures

Ability to repair and maintain light and heavy equipment

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses and Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by County insurance carrier

TNRCC certification

### **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