

**AI-47596**

**Precinct #2 9. D.**

**CC - REGULAR**

**Meeting Date:** 12/02/2014

**Submitted For:** Commissioner Hector Palacios

**Submitted By:** Erika Zamora, COMM. PCT. #2

**Department:** COMM. PCT. #2

**Information**

**CAPTION**

Precinct 2 Administration (1200):

Approval of the following personnel action:

1. Create the following position:

Action	Program	Slot #	Position Title	Proposed Budgeted Salary
Create	Administration	0020	Executive Assistant IV	\$70,748.00
<b>Total:</b>				<b>\$70,748.00</b>

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2014

**ACCT. #:** 4-1200-431-00-122-006-0-XXX

**FUNDS AVAILABLE Y/N?:** Y

**MATCHING FUNDS Y/N?:** N

**BUDGETARY IMPACT:**

Funds available as of 11/26/14.

**FISCAL YEAR:** 2014

**ACCT. #:** 4-1200-431-00-122-005-0-XXX

**FUNDS AVAILABLE Y/N?:** Y

**MATCHING FUNDS Y/N?:** N

**BUDGETARY IMPACT:**

Funds available as of 11/26/14.

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Budget & Management	Veronica Ortiz	11/26/2014 02:35 PM
Purchasing Department	Monica Badillo	11/26/2014 05:14 PM
Form Started By: Erika Zamora		Started On: 11/26/2014 01:50 PM
Final Approval Date: 11/26/2014		



DATE: December 2, 2014

DEPARTMENT HEAD: Raul Silguero

**2014**

Interdepartmental Transfer



DEPARTMENT NAME: Hidalgo County Precinct 2 Rd Administration

ACCOUNT NUMBER: 4-1200-431-00-122-00X-0-XXX

CONTACT PERSON: Erika Zamora PHONE: (956) 787-1891 Ext. 2015

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
<b>FROM:</b>			
4-1200-431-00-122-006-0- 890	Pct 2 Rd Maint	Other	(7,590.74)
<b>TO:</b>			
4-1200-431-00-122-005-0- 113	Pct 2 Administration	Reg F/T Employees	5,963.43
4-1200-431-00-122-005-0- 211	Pct 2 Administration	Health Insurance	474.39
4-1200-431-00-122-005-0- 212	Pct 2 Administration	Life Insurance	3.17
4-1200-431-00-122-005-0- 220	Pct 2 Administration	FICA	456.20
4-1200-431-00-122-005-0- 230	Pct 2 Administration	Retirement	649.42
4-1200-431-00-122-005-0- 250	Pct 2 Administration	Unemployment Comp	33.99
4-1200-431-00-122-005-0- 260	Pct 2 Administration	Workers Comp	10.14
<b>TOTAL BUDGET INCREASE (DECREASE)</b>			<b>0.00</b>

REASON: To fund the prorated salaries and fringe benefits of one new Executive Assistant IV position.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY  
COMMISSIONER COURT  
2014 SALARY SCHEDULE

4-1200-431-00-122-005-0

AI - 47596

PCT 2 ADMINISTRATION

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR	\$86,888.00	\$0.00	\$86,888.00	0	\$0.00	\$0.00	\$86,888.00	\$86,888.00	\$660.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$92,548.00
0002	113	EXECUTIVE ASSISTANT IV	\$70,748.00	\$0.00	\$70,748.00	0	\$0.00	\$0.00	\$70,748.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0008	113	ADMINISTRATIVE ASSISTANT II	\$41,097.00	\$0.00	\$41,097.00	0	\$0.00	\$0.00	\$41,097.00	\$41,097.00	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,357.00
		APPROVAL TO CHANGE THE POSITION TITLE TO THE FOLLOWING POSITION (REF: 47597)														
0010	113	<del>CLERK/RECEPTIONIST</del> <b>CLERK III</b>	\$29,761.00	\$0.00	\$29,761.00	0	\$0.00	\$0.00	\$29,761.00	\$29,761.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,661.00
		APPROVAL TO CHANGE THE POSITION TITLE TO THE FOLLOWING POSITION (REF: 47597)														
0011	113	<del>OFFICE CLERK</del> <b>CLERK III</b>	\$29,761.00	\$0.00	\$29,761.00	0	\$0.00	\$0.00	\$29,761.00	\$26,761.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,761.00
0013	113	ACCOUNTANT III	\$44,583.00	\$0.00	\$44,583.00	0	\$0.00	\$0.00	\$44,583.00	\$44,583.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,583.00
0014	113	PLANNING ANALYST I	\$38,222.00	\$0.00	\$38,222.00	0	\$0.00	\$0.00	\$38,222.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,222.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION (REF: AI- 47587):														
0015	113	<del>ACCOUNTS PAYABLE SPECIALIST II</del>	\$32,769.00	\$0.00	\$32,769.00	0	\$0.00	\$0.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0016	113	ADMINISTRATIVE ASSISTANT IV	\$41,151.00	\$0.00	\$41,151.00	0	\$0.00	\$0.00	\$41,151.00	\$41,151.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,871.00
0017	113	FIELD OPERATIONS INSPECTOR	\$36,453.00	\$0.00	\$36,453.00	0	\$0.00	\$0.00	\$36,453.00	\$36,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,453.00
0018	113	DIRECTOR OF ADMINISTRATIVE OPERATIONS	\$69,000.00	\$0.00	\$69,000.00	0	\$0.00	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$69,000.00
0019	113	SYSTEMS SUPPORT ANALYST	\$34,000.00	\$0.00	\$34,000.00	0	\$0.00	\$0.00	\$34,000.00	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,000.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION (REF: AI- 47596):														
0020	113	<del>EXECUTIVE ASSISTANT IV</del>	\$0.00	\$70,748.00	\$70,748.00	0	\$0.00	\$0.00	\$70,748.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION (REF: AI- 47587):														
0021	113	<del>ACCOUNTS PAYABLE SPECIALIST III</del>	\$0.00	\$37,869.00	\$37,869.00	0	\$0.00	\$0.00	\$37,869.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION (REF: AI- 47587):														
0022	113	<del>CLERK III</del>	\$0.00	\$28,745.00	\$28,745.00	0	\$0.00	\$0.00	\$28,745.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>			<b>521,664.00</b>	<b>137,362.00</b>	<b>659,026.00</b>		<b>0.00</b>	<b>0.00</b>	<b>659,026.00</b>	<b>447,916.00</b>	<b>3,540.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>456,456.00</b>

**APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS  
PERSONNEL ACTIONS ARE PENDING CC APPROVAL**



# HIDALGO COUNTY Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** Pct 2 Administration / 122 -005 *em*

**DATE:** 12/2/2014

**CURRENT POSITION TITLE:**

**CURRENT SLOT. #:**

**REQUESTED POSITION TITLE:** Executive Assistant IV - Slot#0020  
**(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 Current Budgeted Salary      \$ 70,748.00 Proposed Budgeted Salary      \$ 70,748.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Pct 2 Rd Maint Current Budget - 4-1200-431-00-122-006-0-890

**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 checked="" type="checkbox"/>	FLSA:	Exempt	<input checked="" type="checkbox"/>
Non-Exempt	<input type="checkbox"/>	Non-Exempt		<input type="checkbox"/>
N/A	<input type="checkbox"/>			

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

Recreation of previously deleted position.

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**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

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

N/A

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

The position is vacant

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

<p>1. <u><i>[Signature]</i></u> DEPARTMENT HEAD</p> <p>2. <u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR</p> <p>3. <u><i>[Signature]</i></u> DEPARTMENT OF BUDGET &amp; MANAGEMENT</p> <p>4. _____ COMMISSIONERS COURT APPROVAL</p>	<p><u>11/26/14</u> DATE</p> <p><u>12/1/2014</u> DATE</p> <p><u>12/01/2014</u> DATE</p> <p>_____ DATE</p>	<p>FUNDING AVAILABLE IN DEPT. BUDGET <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PERSONNEL PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>BUDGET PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>_____</p>
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# **HIDALGO COUNTY PRECINCTS**

## **EXECUTIVE ASSISTANT IV**

### **GENERAL DESCRIPTION**

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Seven (7) years experience in office administration

Graduation from an accredited four (4) year college or university with major course work in business administration or a related field

Experience and education may be substituted for one another

### **Certificates, Licenses & Registrations**

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

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

### **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 related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

### **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