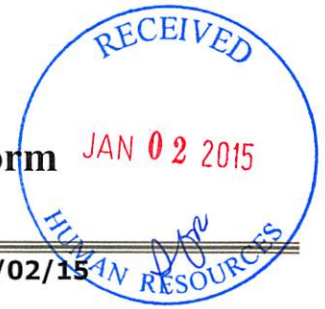




HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: **PCT 4 (124-036) Drainage Improvement Projects**

DATE: **1/02/15**

CURRENT POSITION TITLE: **Clerk IV**

CURRENT SLOT. #:
124-036-0034

REQUESTED POSITION TITLE:

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other Delete

POSITION SALARY REQUEST:

<u>1</u>	<u>\$ 38,110.00</u>	<u>\$.00</u>	<u>\$ (\$38,110.00)</u>
NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY	NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other N/A

POSITION TYPE:

Full Time Employee Object 113	<input checked="" type="checkbox"/>	Part Time Employee Object 114	<input type="checkbox"/>	_____
				Enter hourly rate for temp. positions
Full Time Temporary Object 121	<input type="checkbox"/>	Part Time Temporary Object 122	<input type="checkbox"/>	_____
				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:		FLSA:		
Exempt	<input type="checkbox"/>	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)

Position created during 2015 Budget Process

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)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<i>Joseph Palacios</i>	01/02/15	FUNDING AVAILABLE IN DEPT. BUDGET:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
	DEPARTMENT HEAD	DATE		
2.	<i>Esther A. Cortez</i>	01-05-15	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE		
3.	<i>Anna R. Brown</i>	1-05-15	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: **PCT 4 (124-036) Drainage Improvement Projects**

DATE: **1/02/15**

CURRENT POSITION TITLE: **N/A**

CURRENT SLOT. #:
124-036-0036

REQUESTED POSITION TITLE: **Public Affairs Specialist I**

REQUEST FOR: OF POSITION

New Position Temporary Position Position Reclassification* Other

POSITION SALARY REQUEST:

<u>1</u>	<u>\$.00</u>	<u>\$38,110.00</u>	\$	<u>\$38,110.00</u>
NO. OF POSITIONS	CURRENT SALARY	PROPOSED SALARY		NET CHANGE

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds

Other Acct #1200-431-00-124-036-0-

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.)
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CIVIL SERVICE:	FLSA:
Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
N/A <input type="checkbox"/>	<input type="checkbox"/>

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

To better serve Pct 4 constituents.

HIDALGO COUNTY

PUBLIC AFFAIRS SPECIALIST I

GENERAL DESCRIPTION

Under general direction, assists in public relation activities designed to provide County employees, citizens and area media with current information regarding all aspects of County operations; Supports Commissioners Court and County Departments in the areas of public information, media relations, and other communications services.

EXAMPLES OF WORK PERFORMED

Performs substantial background research, writing, content development for press releases, talking points, presentations, issues briefs, and other print and online publications

Assists in responding to information requests and inquiries from media and the public

Assists citizens and media during Commissioners Court and other public meetings

Assists in planning and coordination of special events, press conferences, and other County activities

Prepares news releases, newsletters, information articles, legislative testimony, speeches and other materials as assigned; Distribution of information includes the use of the Internet

Interacts with the Commissioners Court, elected officials, County departments, media, community and civic organizations, government and public organizations, private and business organizations and the general public

Performs all other related duties involved as assigned or required

Work in fast-paced, demanding environment

In emergency or crisis situations, must be available to work on call and/or around the clock

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in Public Relations, Journalism, Public Administration or related field;
Master's degree

Minimum of three (3) years of experience or equivalent combination

Knowledge, Skills, & Abilities

Knowledge of principles and practices of public relations and mass communication

Basic knowledge of local government

Knowledge of marketing techniques and practices, including public opinion research techniques, methods, and tools

Excellent written and verbal communication skills required

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

Ability to research and produce written material and content in a timely manner

Ability to enunciate and articulate well enough to speak to groups of people

Ability to keep abreast of emerging issues, media trends, best practices

High standards of excellence, tact, discretion, honesty, integrity and professionalism in community relations.

Ability to use independent judgment and maintain confidentiality.

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