



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PLANNING DEPARTMENT / 210

DATE: 2/11/2015

CURRENT POSITION TITLE: PLANNING ADMINISTRATOR

CURRENT SLOT #: 210-001-001 (PLANNING DEPT), 210-002-A001 (PLANNING & ENGINEERING)

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position

Temporary Position

Position Reclassification*

Other DELETE

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

POSITION SALARY REQUEST:

Planning Department Fund Account - 1100-419-10-210-001-0

Salary Amount:

\$	<u>120,687.00</u>	\$	<u>0.00</u>	\$	<u>(120,687.00)</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Planning and Engineering Account - 1200-431-00-210-002-0

Salary Amount:

\$	<u>53,408.00</u>	\$	<u>0.00</u>	\$	<u>(53,408.00)</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

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

FLSA:

Exempt

Non-Exempt

Non-Exempt

N/A

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

To reclassify the vacant Planning Department Head position.




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.	 DEPARTMENT HEAD	2/12/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/13/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	02/13/15 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: PLANNING DEPARTMENT / 210

DATE: 2/11/2015

CURRENT POSITION TITLE:

CURRENT SLOT #: 0001 (PROPOSED)

REQUESTED POSITION TITLE: DIRECTOR OF PLANNING

REQUEST FOR:

New Position

Temporary Position

Position Reclassification*

Other CREATE

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

POSITION SALARY REQUEST:

Planning Department Fund Account - 1100-419-10-210-001-0

Salary Amount:

\$	<u>0.00</u>	\$	<u>\$ 90,000.00</u>	\$	<u>\$90,000.00</u>
	Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change

Position to be funded from one of the following:

Current Department Budget

Annual Budget Cycle

Will require Additional Funds

Other

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

FLSA:

Exempt

Non-Exempt

Non-Exempt

N/A

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

To classify the Planning Department Head position and set new salary.


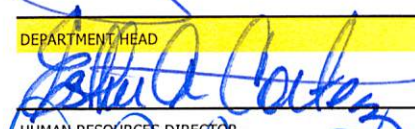
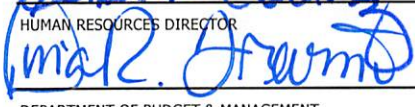
NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 DEPARTMENT HEAD	2/12/15 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	7/9/2015 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	02/13/2015 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY PLANNING DEPARTMENT

DIRECTOR OF PLANNING

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community. Responsible for managing the Planning Department Main Office and the substations and supervising employees assigned to those offices. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to development of subdivisions and residential/commercial development permit applications.

EXAMPLES OF WORK PERFORMED

Evaluate compliance with county orders and policies by visual on-site inspection, etc.

Correctly advise the public extra-territorial boundaries, the corporate limits, development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures

Oversees preparation, publication, and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises the Subdivision Advisory Board, the Board of Building Line Adjustments and developers regarding proposed plans

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Addresses public bodies regarding development plans, development applications, ordinance amendments, and annexation requests

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Management and oversight of employees required, with experience preferred

Oversees the development application process for residential applications within Hidalgo County jurisdiction which includes proper building setback compliance, floodplain administration compliance, on-site sewage system approval and the use of proper utility certificates

Oversees the Subdivision Advisory Board and assists in confirming compliance with Hidalgo County Subdivision Rules and Regulations and Texas Water Development Board Rules

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Oversees new commercial development requirements, ie. off-street parking, stormwater detention, TxDot driveway access permit confirmation

Coordinates with the Floodplain Manager with regard to filtering/funneling floodplain applications to said office and gathering data for variance requests to Floodplain Order

Analyzes and takes appropriate action on Subdivision Plat Note violations. Action on these particular violations include, obtaining evidence and creating a file that is forwarded to the District Attorney's Office for prosecution. Attendance and testimony at trials is a requirement in some cases

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

Assists in the coordination of routing multi-family and commercial development applications with the Office of Environmental Compliance, Environmental Health Department and Hidalgo County Fire Marshal

Responsible for managing and coordinating meetings for the Board of Building Line Adjustments

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree with course work in regional planning or a related field is generally preferred, ten (10) or more years of progressively responsible experience as a senior planner, planning supervisor and/or equivalent is required.

Certificates, Licenses, & Registration

Employee 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

Proficient knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review subdivision plans

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently (Bilingual preferred)

Employee must have a current valid Texas Motor Vehicle Operator's License Must be able to be insured by the County's insurance carrier

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 talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, 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 twenty five (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