

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

- | | | | | | |
|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Erika Zamora</u>
DEPARTMENT HEAD | <u>4/9/2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Bohler A. Cortez</u>
HUMAN RESOURCES DIRECTOR | <u>4/9/2015</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>DS</u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4.13.2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

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DEPARTMENT HEAD | 4/9/2015
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. | <i>Esther C. Cortez</i>
HUMAN RESOURCES DIRECTOR | 4/9/2015
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | <i>[Signature]</i>
DEPARTMENT OF BUDGET & MANAGEMENT | 4.13.2015
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 2 Sanitation/122-001

DATE: 04/09/15

CURRENT POSITION TITLE:

CURRENT SLOT. #:

REQUESTED POSITION TITLE: Program Manager - 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 \$ 47,800.00 Proposed Budgeted Salary \$ 47,800.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other To be funded from savings from Pct 2 Sanitation Deleted Positions

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:

<u>Start Date</u>	<u>End Date</u>	<u>Working Days & Hours</u>	<u>Hours Per Week</u>	<u>Duration (2 weeks, 3 months, etc.)</u>
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CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

Precinct 2 Re-organization Plan.

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| 1. | <u><i>Erika Zamora</i></u>
DEPARTMENT HEAD | <u>4/9/2015</u>
DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u><i>Esther Cortez</i></u>
HUMAN RESOURCES DIRECTOR | <u>4/9/2015</u>
DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u><i>[Signature]</i></u>
DEPARTMENT OF BUDGET & MANAGEMENT | <u>4-13-2015</u>
DATE | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | | |

HIDALGO COUNTY PRECINCTS PRECINCT #2

PROGRAM MANAGER

GENERAL DESCRIPTION

Performs routine (journey-level) administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; Assists in developing program guidelines, procedures, policies, rules, and regulations. Assisting in developing schedules, priorities, and standards for achieving program goals; and assists in evaluating program activities; Provide liaison duties for Precinct 4 drainage Improvement Projects with Drainage District #1, UCP, Pct 2 DIP; Gather DIP data for finance reports preparation and/or presentation; Prepares daily DIP GASB reports; Attends DIP pertinent meetings and reports back to Commissioner. Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the work of assigned program staff

Prepares and reviews reports on the effectiveness of program activities

Confers with staff on program issues and problems

Assists in planning, implementing, coordinating, monitoring, and evaluating programs

Assists in the development of program guidelines, procedures, policies, rules, and regulations; and monitors compliance

Assists in the preparation of program budget requests

Assists in the preparation of training and operational manuals, educational materials, and information programs

Assists in conducting special investigations, program analyses, and research studies

May provide training or technical assistance in a program area

Supervises the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience in the administration of a program relevant to assignment

Graduation from an accredited four (4) year college or university with major course work in a field relevant to assignment

Experience and education may be substituted for one another

A licensed realtor knowledgeable in acquisition of right of way

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of public administration and management

Ability to establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and to supervise the work of others

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