



COUNTY OF HIDALGO

Human Resources Department

RECLASSIFICATION ANALYSIS FORM

Employee Name: Abram Ramirez

Department: Sheriff's Office

Current Job Title: Technician IV

Requested Title: Systems Network Admin.

Current Grade/Salary: \$39,369.00

Proposed Grade/Salary: 49,369.00

Reclassification Definition - Policy Sections (3.23. and 6.28) Position reclassifications may be required when fundamental changes in the position duties have occurred over a period of time and are the result of required business changes, organizational restructuring or changes in a program or department mission. Reclassifications will only occur when a position's job responsibilities have changed significantly in level and/or scope over an extended period of time compared to the duties and responsibilities listed on the position job description. A reclassification request may or may not result in a change in salary grade and until salary grades are established, a change in salary. (Amended March 6, 2008)

1. What increase in responsibility and what additional duties have been assigned to the employee? Please list the new responsibilities/duties in the section below:

System Network administrator will be responsible to install, configure and support internal and/or external networks, plan coordinate, and implement network security measures to protect network system data. Manage security on internet firewall and wireless network, manage data protection on all servers, monitor security status and negate security threats. Document network configuration and security measures. Perform security risk analysis, track incident handling and reporting, recommend, install and maintain intrusion and detection monitoring system, troubleshoot network performance issues and provide recommendations for solutions.

2. Explain the reason it became necessary to increase the level of responsibility and the need to assign additional responsibilities/duties to the employee. Please describe clearly and in detail the reason for these changes:

Reclassification of this position is necessary to meet the Sheriff's Office needs. The job responsibility and level of knowledge for this position are consistent with the position title requested. Therefore, and adjustment of salary is essential in order to continue the efficiency of the position.

