

HIDALGO COUNTY



**Executive Office/
Department of Budget & Management**

Classification and Compensation Pay Plan

As of November 22, 2016

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CLASSIFICATION AND COMPENSATION PAY PLAN

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Classification and Compensation Pay Plan Project Data

STEP ADJUSTMENT COST DRAFT

- 1,007 Positions with zero impact
- 1,709 Positions would need step adjustment
- 100 Positions would receive increase over \$2,500.00
- 132 Positions at Step 11 or higher

PROJECT FACTS

Grade and Step Schedule

- 21 Grades @ 8.5%
- 11 Steps @3.5% intervals
- 2 Grade intervals between career ladder position levels

Position Inventory List

- Consist of 488 County Job Titles

Classified Positions – 2,716

- County Job Classification System – 1,990
- Sheriff's Step and Grade – 588
- Constable's Step and Grade – 138

Non-Classified Position – 251

- Court Reporters – 21
- Juvenile Probation – 225
- TX Agrilife Extension – 5

Exempt Positions – 44

- Elected Officials – 42
- Appointed Officials - 2

HIDALGO COUNTY
GRADE AND STEP SALARY SCHEDULE
Increase to Minimum Wage

\$9.4688	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Grade 1	19,695	20,384	21,073	21,762	22,451	23,140	23,829	24,518	25,207	25,896	26,585
Grade 2	21,271	22,015	22,759	23,503	24,247	24,991	25,735	26,479	27,223	27,967	28,711
Grade 3	22,973	23,777	24,581	25,385	26,189	26,993	27,797	28,601	29,405	30,209	31,013
Grade 4	24,811	25,679	26,547	27,415	28,283	29,151	30,019	30,887	31,755	32,623	33,491
Grade 5	26,796	27,734	28,672	29,610	30,548	31,486	32,424	33,362	34,300	35,238	36,176
Grade 6	28,940	29,953	30,966	31,979	32,992	34,005	35,018	36,031	37,044	38,057	39,070
Grade 7	31,255	32,349	33,443	34,537	35,631	36,725	37,819	38,913	40,007	41,101	42,195
Grade 8	33,755	34,936	36,117	37,298	38,479	39,660	40,841	42,022	43,203	44,384	45,565
Grade 9	36,455	37,731	39,007	40,283	41,559	42,835	44,111	45,387	46,663	47,939	49,215
Grade 10	39,371	40,749	42,127	43,505	44,883	46,261	47,639	49,017	50,395	51,773	53,151
Grade 11	42,521	44,009	45,497	46,985	48,473	49,961	51,449	52,937	54,425	55,913	57,401
Grade 12	45,923	47,530	49,137	50,744	52,351	53,958	55,565	57,172	58,779	60,386	61,993
Grade 13	49,597	51,333	53,069	54,805	56,541	58,277	60,013	61,749	63,485	65,221	66,957
Grade 14	53,565	55,440	57,315	59,190	61,065	62,940	64,815	66,690	68,565	70,440	72,315
Grade 15	57,850	59,875	61,900	63,925	65,950	67,975	70,000	72,025	74,050	76,075	78,100
Grade 16	62,478	64,665	66,852	69,039	71,226	73,413	75,600	77,787	79,974	82,161	84,348
Grade 17	67,476	69,838	72,200	74,562	76,924	79,286	81,648	84,010	86,372	88,734	91,096
Grade 18	72,874	75,425	77,976	80,527	83,078	85,629	88,180	90,731	93,282	95,833	98,384
Grade 19	78,704	81,459	84,214	86,969	89,724	92,479	95,234	97,989	100,744	103,499	106,254
Grade 20	85,000	87,975	90,950	93,925	96,900	99,875	102,850	105,825	108,800	111,775	114,750
Grade 21	91,800	95,013	98,226	101,439	104,652	107,865	111,078	114,291	117,504	120,717	123,930

**HIDALGO COUNTY
GRADE AND STEP SALARY SCHEDULE**
Promotions

\$9.4688	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Grade 1	19,695	20,384	21,073	21,762	22,451	23,140	23,829	24,518	25,207	25,896	26,585
Grade 2	21,271	22,015	22,759	23,503	24,247	24,991	25,735	26,479	27,223	27,967	28,711
Grade 3	22,973	23,777	24,581	25,385	26,189	26,993	27,797	28,601	29,405	30,209	31,013
Grade 4	24,811	25,679	26,547	27,415	28,283	29,151	30,019	30,887	31,755	32,623	33,491
Grade 5	26,796	27,734	28,672	29,610	30,548	31,486	32,424	33,362	34,300	35,238	36,176
Grade 6	28,940	29,953	30,966	31,979	32,992	34,005	35,018	36,031	37,044	38,057	39,070
Grade 7	31,255	32,349	33,443	34,537	35,631	36,725	37,819	38,913	40,007	41,101	42,195
Grade 8	33,755	34,936	36,117	37,298	38,479	39,660	40,841	42,022	43,203	44,384	45,565
Grade 9	36,455	37,731	39,007	40,283	41,559	42,835	44,111	45,387	46,663	47,939	49,215
Grade 10	39,371	40,749	42,127	43,505	44,883	46,261	47,639	49,017	50,395	51,773	53,151
Grade 11	42,521	44,009	45,497	46,985	48,473	49,961	51,449	52,937	54,425	55,913	57,401
Grade 12	45,923	47,530	49,137	50,744	52,351	53,958	55,565	57,172	58,779	60,386	61,993
Grade 13	49,597	51,333	53,069	54,805	56,541	58,277	60,013	61,749	63,485	65,221	66,957
Grade 14	53,565	55,440	57,315	59,190	61,065	62,940	64,815	66,690	68,565	70,440	72,315
Grade 15	57,850	59,875	61,900	63,925	65,950	67,975	70,000	72,025	74,050	76,075	78,100
Grade 16	62,478	64,665	66,852	69,039	71,226	73,413	75,600	77,787	79,974	82,161	84,348
Grade 17	67,476	69,838	72,200	74,562	76,924	79,286	81,648	84,010	86,372	88,734	91,096
Grade 18	72,874	75,425	77,976	80,527	83,078	85,629	88,180	90,731	93,282	95,833	98,384
Grade 19	78,704	81,459	84,214	86,969	89,724	92,479	95,234	97,989	100,744	103,499	106,254
Grade 20	85,000	87,975	90,950	93,925	96,900	99,875	102,850	105,825	108,800	111,775	114,750
Grade 21	91,800	95,013	98,226	101,439	104,652	107,865	111,078	114,291	117,504	120,717	123,930

HIDALGO COUNTY
GRADE AND STEP SALARY SCHEDULE
Salaries Between Steps

\$9.4688	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Grade 1	19,695	20,384	21,073	21,762	22,451	23,140	23,829	24,518	25,207	25,896	26,585
Grade 2	21,271	22,015	22,759	23,503	24,247	24,991	25,735	26,479	27,223	27,967	28,711
Grade 3	22,973	23,777	24,581	25,385	26,189	26,993	27,797	28,601	29,405	30,209	31,013
Grade 4	24,811	25,679	26,547	27,415	28,283	29,151	30,019	30,887	31,755	32,623	33,491
Grade 5	26,796	27,734	28,672	29,610	30,548	31,486	32,424	33,362	34,300	35,238	36,176
Grade 6	28,940	29,953	30,966	31,979	32,992	34,005	35,018	36,031	37,044	38,057	39,070
Grade 7			30,967 - 1,012								
Grade 8	33,755	34,936	36,117	37,298	38,479	39,660	40,841	42,022	43,203	44,384	45,565
Grade 9								42,124.92 - 1,078.08			
Grade 10	39,371	40,749	42,127	43,505	44,883	46,261	47,639	49,017	50,395	51,773	53,151
Grade 11	42,521	44,009	45,497	46,985	48,473	49,961	51,449	52,937	54,425	55,913	57,401
Grade 12	45,923	47,530	49,137	50,744	52,351	53,958	55,565	57,172	58,779	60,386	61,993
Grade 13	47,527 - 3										
Grade 14	53,565	55,440	57,315	59,190	61,065	62,940	64,815	66,690	68,565	70,440	72,315
Grade 15	57,850	59,875	61,900	63,925	65,950	67,975	70,000	72,025	74,050	76,075	78,100
Grade 16	62,478	64,665	66,852	69,039	71,226	73,413	75,600	77,787	79,974	82,161	84,348
Grade 17	67,476	69,838	72,200	74,562	76,924	79,286	81,648	84,010	86,372	88,734	91,096
Grade 18	72,874	75,425	77,976	80,527	83,078	85,629	88,180	90,731	93,282	95,833	98,384
Grade 19					85,000 - 629						
Grade 20	85,000	87,975	90,950	93,925	96,900	99,875	102,850	105,825	108,800	111,775	114,750
Grade 21										112,984 - 1,766	



Classification and Compensation Pay Plan Step Increases

DESCRIPTION

The Grade and Step Salary Schedule has 11 steps. Step increases are periodic increases to the employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade.

REQUIREMENTS – STEP INCREASES

1. Satisfactory Performance Level
2. No other salary adjustment during step period time
3. No adverse personnel action or disciplinary reprimand within the past 12 months
4. Completion of the required time in step period within the current grade

REQUIRED TIME IN STEP PERIOD

Advancement from...	Required time in step...
step 1 to step 2	1 year (52 wks) in step 1
step 2 to step 3	1 year (52 wks) in step 2
step 3 to step 4	1 year (52 wks) in step 3
step 4 to step 5	2 years (104 wks) in step 4
step 5 to step 6	2 years (104 wks) in step 5
step 6 to step 7	2 years (104 wks) in step 6
step 7 to step 8	3 years (156 wks) in step 7
step 8 to step 9	3 years (156 wks) in step 8
step 9 to step 10	3 years (156 wks) in step 9
step 10 to step 11	3 years (156 wks) in step 10



Classification and Compensation Pay Plan

IMPLEMENTATION TIMELINE

Status update on implementation of Hidalgo County Classification and Compensation Plan.....	November 22, 2016
Classification by grade of all department and precinct positions	December 21, 2016
Review all proposed position classifications with department heads and elected officials	January 9, 2017
Re-Post of Position Inventory List on the County's Human Resources webpage	March 6, 2017
Review, revise and update policies and procedures for all county classification and compensation plans.....	March 8, 2017
Revise the county salary schedule to include the appropriate Grade and Step for each classified position	March 8, 2017
Develop estimated cost/savings to implement the Classification and Compensation Pay Plan .	March 15, 2017
Present completed project to Commissioners' Court for approval.....	March 21, 2017
Install the approved Classification and Compensation Pay Plan on all county payroll systems ..	April 3, 2017
Implement the approved Classification and Compensation Pay Plan and related policies and procedures	April 17, 2017

HIDALGO COUNTY

Department Of Budget & Management

CLASSIFICATION AND COMPENSATION PAY PLAN

Work Group

DEPARTMENT	NAME	POSITION TITLE
EXECUTIVE OFFICE	RAUL SILGUERO	COUNTY OPERATIONS ADMINISTRATOR
BUDGET AND MANAGEMENT	DAMARIS SANMIGUEL	DIRECTOR, BUDGET AND MANAGEMENT
BUDGET AND MANAGEMENT	DEBBIE TAMEZ	BUDGET ANALYST III
BUDGET AND MANAGEMENT	PATRICIA RAMOS	BUDGET ANALYST II
HUMAN RESOURCES	CLAUDIA LIMAS	HUMAN RESOURCES SPECIALIST III
HUMAN RESOURCES	DIANA MUÑOZ	ADMINISTRATIVE ASSISTANT III

HIDALGO COUNTY

Department Of Budget & Management

CLASSIFICATION AND COMPENSATION PAY PLAN

Advisory Group

DEPARTMENT	NAME	POSITION TITLE
COUNTY CLERKS	ARTURO GUAJARDO	COUNTY CLERK
DISTRICT CLERKS	LAURA HINOJOSA	DISTRICT CLERK
TREASURER'S OFFICE	NORMA G. GARCIA	COUNTY TREASURER
PRECINCT NO. 2	ERIKA ZAMORA	DIRECTOR, ADMINISTRATION OPERATIONS
PRECINCT NO. 4	JESUS OZUNA	CHIEF ADMINISTRATOR
COUNTY JUDGE	ERIKA REYNA	ASSISTANT CHIEF ADMINISTRATOR
93RD DISTRICT COURT	JOEL ESPINOZA	COURT COORDINATOR
DA CIVIL LITIGATION	VICTOR GARZA	ATTORNEY IV