



# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/14/2017 Current Slot No.: 0006  
 Department Name: Public Affairs Current Position Title: Administrative Assistant II  
 Department No.: 110-077 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete Position

<b>SALARY REQUEST:</b>	<u>\$ 28,940.00</u>	<u>\$ 0.00</u>	<u>-\$ 28,940.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			<u>\$ 0.00</u>
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	<u>-\$ 28,940.00</u>		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
		Annual Salary	Hourly Rate	
		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		
		No. of Weeks x Hours per Week = Total Hours	x Hourly Rate =	Budgeted Salary

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Delete to fund new position  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

9/15/17  
 Date  
9/15/2017  
 Date  
9/22/17  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/14/2017 Current Slot No.: 0003  
 Department Name: Public Affairs Current Position Title: Clerk II  
 Department No.: 110-077 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete Position

SALARY REQUEST: \$ 24,960.00 \$ 0.00 -\$ 24,960.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

SALARY REQUEST: \_\_\_\_\_  
 Current Budgeted Amount Proposed Budgeted Amount Net Change \$ 0.00

TOTAL BUDGETARY IMPACT: -\$ 24,960.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt FLSA:  Exempt  
 Non-Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Delete to fund new position  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head  
  
 Department of Human Resources  
  
 Department of Budget & Management

9/15/17  
 Date  
9/15/2017  
 Date  
9/22/17  
 Date







# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/21/2017 Current Slot No.: 0037  
 Department Name: County Judge Current Position Title: Director, Special Projects  
 Department No.: 110-006 Requested Position Title: \_\_\_\_\_

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other Delete Position

**SALARY REQUEST:** \$ 64,890.00 \$ 0.00 -\$ 64,890.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**SALARY REQUEST:** \_\_\_\_\_ \$ 0.00  
 Current Budgeted Amount Proposed Budgeted Amount Net Change

**TOTAL BUDGETARY IMPACT:** -\$ 64,890.00

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

POSITION TYPE:  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

CIVIL SERVICE:  Exempt  Non-Exempt FLSA:  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary	Step 1 Salary / 2,080 Hours Per Year = Hourly Rate		Hourly Rate	

No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Delete to fund new position.

Yolanda Chago  
 Department Head  
Kelli Duly  
 Department of Human Resources  
DWS  
 Department of Budget & Management

9-21-17  
 Date  
9/21/2017  
 Date  
9/22/17  
 Date





# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/14/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: Public Affairs Current Position Title: \_\_\_\_\_  
 Department No.: 110-077 ~~slot # 007~~ Requested Position Title: Executive Assistant I

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 42,521.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 42,521.00		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary		Step 1 Salary / 2,080 Hours Per Year = Hourly Rate	Hourly Rate	
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT:** *(Explain why position or adjustment request is essential)*

Re-organization of personnel. Funded from deleted positions.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[Signature]  
 Department Head  
[Signature]  
 Department of Human Resources  
[Signature]  
 Department of Budget & Management

Date 9/15/17  
 Date 9/18/2017  
 Date 9/22/17







# COUNTY OF HIDALGO

## DEPARTMENT OF HUMAN RESOURCES

### PERSONNEL ADJUSTMENT REQUEST FORM

**NOTE:** Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 09/21/2017 Current Slot No.: \_\_\_\_\_  
 Department Name: County Judge Current Position Title: Proposed slot #0039 PR  
 Department No.: 110-006 Requested Position Title: Intergovernmental Affairs Administrator

REQUEST FOR:  New Position  Temporary Position\*  Position Reclassification  Other \_\_\_\_\_

<b>SALARY REQUEST:</b>	\$ 0.00	\$ 76,000.00	
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>SALARY REQUEST:</b>			\$ 0.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<b>TOTAL BUDGETARY IMPACT:</b>	\$ 76,000.00		

**POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:**

Current Department Budget  Annual Budget Cycle  Will Require Additional Funds  
 Salary Adjustment  Other \_\_\_\_\_ Funded from deleted positions

**POSITION TYPE:**  Full Time Regular Object Code 113  Part Time Regular Object Code 114  
 Full Time Temporary Object Code 121  Part Time Temporary Object Code 122

**CIVIL SERVICE:**  Exempt  Non-Exempt **FLSA:**  Exempt  Non-Exempt

**\* TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary			Hourly Rate	
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

**JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: (Explain why position or adjustment request is essential)**

Re-organization of personnel. Funded from deleted positions.

Yolanda Chapa Department Head Date 9-21-17  
Rene Dely Department of Human Resources Date 9/21/2017  
[Signature] Department of Budget & Management Date 9/22/17





# COUNTY OF HIDALGO

## Human Resources Department

Job Title: **INTERGOVERNMENTAL AFFAIRS ADMINISTRATOR**

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*The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.*

### GENERAL DESCRIPTION

This position is a senior level management position involving the responsibility of assisting the County Judge in his capacity as the Intergovernmental Affairs Administrator of the County. The incumbent will be responsible for developing and coordinating the advancement of the County's Legislative Agenda. The I.A. Administrator will also coordinate with internal and external elected officials to assist the County Judge in the management of administrative functions of the County. The I.A. Administrator will coordinate with state legislators, federal legislators, and with federal, state, county and local officials on matters of interest to the County. The I.A. Administrator, in coordination with the County Executive Officer, will insure that the priorities of the County Judge and the Commissioners' Court are implemented and executed. Considerable latitude is given for the exercise of independent judgement. The I.A. Administrator must exercise a high degree of confidentiality.

### EXAMPLES OF WORK PERFORMED

Ensure effective implementation of the priorities of the County Judge by planning, directing, and coordinating activities such as media relations, intergovernmental advocacy, economic development, communications, policy development and preparation and analysis of legislation.

Serve as liaison to the Executive Office, to County Commissioners, to federal, state and local officials, on behalf of the County Judge.

Research major citizen concerns and issues addressed or reported to the Office of the County Judge regarding County operations, policies and procedures, and in coordination with the County Executive Officer will develop recommendations for the County Judge and Commissioners Court.

Direct and conduct advanced research for procedural, organizational and administrative studies, and in coordination with the Executive Officer will prepare reports to make recommendations and to propose alternatives.

Undertakes research and analysis of policy issues under consideration by the County and prepares recommendations and options.

Works with the Executive Officer to prepare appropriate reports or studies to the County Judge and Commissioners' Court on various County management issues and operational activities as directed by the County Judge.

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Works on special projects as directed by the County Judge.

Serves as the liaison to the Regional Mobility Authority, the Appraisal District, and the County's legislative delegation on behalf of the County Judge.

Performs all other administrative and managerial duties as assigned.

#### **EXPERIENCE AND EDUCATION**

This position requires a bachelor's degree from an accredited university or college with a major course work in government, business administration or public administration. An advanced degree such as a Master's will be an asset.

Five (5) to ten (10) years of work experience in federal, state or local government in a management capacity is required.

#### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

Must be able to be insured by the County's insurance carrier

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of federal, state, county and local government operations.

Knowledge of the federal and state legislative processes.

Skill in communicating effectively with legislators and other elected officials.

Skill in developing and communicating policies and procedures.

Ability to identify problems and recommend solutions.

Ability to address complicated issues and proposed options and alternatives.

#### **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 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 that a County employee may 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

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