



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: Elections Date: 12/13/2018
Department No.: 130 Program No.: 001

CURRENT / PROPOSED:

Current Job Title: System Support Specialist III Current Slot No.: 0120
System Support Specialist III G15/S01 \$ 59,585.00
Classification / Position Title Pay Grade Salary


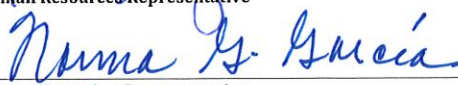

Requested Job Title: Information System Administrator Current Slot No.: 0120
Information System Administrator G16/S01 \$ 64,352.00
Classification / Position Title Pay Grade Salary

COMMITTEE RECOMMENDATION:

Information System Administrator G16/S01 \$ 64,352.00
Classification / Position Title Pay Grade Salary

Comments:

SIGNATURES:

 12/14/2018
Human Resources Representative Date
 12/14/18
County Treasurer Representative Date
 12/14/18
Budget & Management Representative Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION ANALYSIS FORM

Employee Name: Michael Lee Sosa

Department Name: Elections

Current Position Title: System Support Specialist III

Current Grade/Step: 15 / 01 Current Salary: \$ 59,586.00

Proposed Position Title: Information System Administrator

Proposed Grade/Step: 16 / 01 Proposed Salary: \$ 64,352.00



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 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:

Please see attached.

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:

Changes in the overall election laws, mandates and responsibilities in regards to cybersecurity of not only the building/physical infrastructure but of also all systems, programs, websites and technological components in the elections department and also at all polling locations during elections, as well as during transport, has created another level of duties and responsibilities for this position.



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3. FOR HOW LONG (WEEKS/MONTHS) HAS THE EMPLOYEE BEEN ASSIGNED THESE DUTIES? IS THIS A PERMANENT CHANGE TO THE EMPLOYEE'S JOB?

Please specify in detail below:

These responsibilities started about 1 1/2 years ago, as the responsibilities continued to increase as the Secretary of State and various other departments, such as the Department of Justice, continued to place mandates and policies in place in regards to these additions.

Supervisor's signature

12/14/2018
Date

Department Head signature

12/14/2018
Date

DEPARTMENT OF HUMAN RESOURCES ONLY:

FINDINGS:

RECOMMENDATIONS:

Information System Administrator - GRADE 16

RD

Human Resources Director

12/14/2018
Date

Elections Systems Manager

| Posted Duties | Additional Duties and Responsibilities position requires |
|---|--|
| Oversees staff in planning and scheduling work and coordinating production | Manage department webpages |
| Ensures compliance with safety and operating procedures | Manage department vehicles |
| Ensures the protection of the elections data maintained in the operations section | Manage department file servers |
| Coordinates site planning and preparation regarding changes to the elections systems or elections data communications configurations, and ensures that requirements are met | Manage department application servers |
| Contacts vendors concerning equipment and maintenance matters | Manage Active directory for department |
| Develops and establishes control and backup procedures for operations, and monitors for compliance | Plan and oversee the delivery and pickup of voting equipment to poll locations |
| Advises and consults on proposed computer applications, including data transmission and the use of data communications equipment | Plan and oversee the delivery and pickup of election material during an election |
| Reviews reports of problems and evaluates the timeliness with which they are resolved, taking corrective action where appropriate | Manage post election audits |
| Supervises the work of others | Coordinate with State officials to stay in compliance with State laws |
| Work with departments to determine user needs, analyze requirements, and design systems to meet needs | Reviews and enhances work procedures to improve efficiency and effectiveness of IT operations |
| Define resource, database, and coding requirements based on needs | Develops and maintains system security, backup, quality assurance, and disaster recovery plans |
| Plan layout and installation of new systems or modification to existing systems | Review firewall logs for system security |
| Provide advice and consultation to department head on the implementation of system applications | Manage firewall settings for system security |
| Assist in the preparation of cost estimates of computer system changes | Review network traffic for system security |
| Establish security systems for elections system, including data integrity, and database management | Coordinate with Federal and State Governments to ensure department is in compliance with cybersecurity standards |

Elections Systems Manager

| Posted Duties | Additional Duties and Responsibilities position requires |
|--|---|
| Communicate with users to promote smooth implementation of any new or modified programs | Coordinate cybersecurity network audits |
| Write new and modifies existing programs | Plan layout and installation of physical security standards for department buildings |
| Assist personal computer users with elections file system arrangements and setups | Serve as Tabulation Supervisor for the Central Counting and Accumulation Stations in all elections |
| Assist users with hardware problems such as resetting printers and correcting operating system errors | Assist with the ballot board process in all elections |
| Install upgrades and patches on personal computer operating systems | Oversee and assist in the completion of public information requests that are related to the IT department |
| Test and debugs programs | Responsible for hiring or firing employees within the IT Department |
| Perform or oversee regular maintenance operations in order to minimize down time of computer systems | |
| Analyze system requirements in order to recommend reorganization of program alignment with department | |
| Write/Review bid specifications for computer hardware and software | |
| Read professional publications and attend meetings in order to stay abreast of new developments in the field | |
| Prepare and maintain departmental budget | |
| Performs related work as assigned | |



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RECLASSIFICATION ANALYSIS FORM (INSTRUCTIONS)

EMPLOYEE INFORMATION

Use this section to fill out employee information. All fields must be filled out in this section.

- **Employee Name:** Enter employee's full name
- **Department Name:** Enter the name of the department that the employee is currently working in
- **Current Position Title:** Enter the employee's current position title
- **Current Grade/Step:** Enter the current grade/step
- **Current Salary:** Enter the current salary
- **Proposed Position Title:** Enter the employee's proposed position title
- **Proposed Grade/Step:** Enter the proposed grade/step
- **Proposed Salary:** Enter the proposed salary

QUESTION #1

What increase in responsibility and what additional duties have been assigned to the employee?

Please list the new responsibilities/duties in this section.

QUESTION #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.

QUESTION #3

For how long (weeks/months) has the employee been assigned these duties? Is this a permanent change to the employee's job?

Please specify in detail in this section.

DEPARTMENT INFORMATION

Use this section to fill out department's information. All fields must be filled out in this section.

- **Supervisor's signature:** Enter signature of Supervisor
- **Department Head signature:** Enter signature of Department Head
- **Date:** Enter date form is submitted to the department of Human Resources