



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION COMMITTEE RECOMMENDATION FORM

Department Name: HIDTA

Date: 10/30/2020

Department No.: 270

Program No.: 003/011

CURRENT / PROPOSED:

Current Job Title:

<u>Administrative Assistant IV</u>	<u>0011/0034</u>	<u>G10/S07</u>	<u>\$ 48,204.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

Requested Job Title:

<u>Executive Assistant II</u>	<u>0011/0034</u>	<u>G13/S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Slot No.	Pay Grade	Salary

COMMITTEE RECOMMENDATION:

<u>Executive Assistant II</u>	<u>G13/S01</u>	<u>\$ 51,084.00</u>
Classification / Position Title	Pay Grade	Salary

Comments:

SIGNATURES:

[Signature]
Human Resources Representative

11/02/2020
Date

[Signature]
County Treasurer Representative

11/02/20
Date

[Signature]
Budget & Management Representative

11/02/2020
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: 10/07/2020 Current Slot No.: 003-010/011-034 ^{0011/0034} ^{ky}
 Department Name: DA'S OFFICE HIDTA Current Position Title: ADMINISTRATIVE ASSISTANT IV
 Department No.: 270 -003/270011 Requested Position Title: EXECUTIVE ASSISTANT II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

HIDTA Grant (270-003)	SALARY REQUEST: <u>\$ 43,260.00</u> Current Budgeted Amount	\$ 43,260.00 Proposed Budgeted Amount \$ 7,824.00	\$ 0.00 Net Change \$ 2,880.00
HIDTA Chpt 59 (270-011)	SALARY REQUEST: <u>\$ 4,944.00</u> Current Budgeted Amount \$ 2,880.00	\$ 9,612.00 Proposed Budgeted Amount	\$ 4,668.00 Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 4,668.00</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)

Given the complexity of the work and the increase in duties and the level of responsibilities, the DA's Office deems this action necessary to retain and maintain professional staff so as to comply with the statutory obligations of the DA's Office.

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

10/08/2020
Date
11/02/2020
Date
11/02/2020
Date





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

RECLASSIFICATION ANALYSIS FORM



Employee Name: SONYA IVET LOPEZ

Department Name: DA'S OFFICE- HIDTA

Current Position Title: ADMINISTRATIVE ASSISTANT IV

Current Grade/Step: 10 / 07 Current Salary: \$ 48,204.00

Proposed Position Title: EXECUTIVE ASSISTANT II

Proposed Grade/Step: 13 / 2 Proposed Salary: \$ 52,872.00

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:

The employee has been tasked with assisting the HIDTA Commander in the implementation and the coordinating of the Prevention Awareness Team of Hidalgo County (PATH) program; the employee is also now tasked with the creation and development of presentations & agendas for the HIDTA commander which are used in community awareness and prevention events that are sponsored by Law enforcement agencies, non-profit organizations, schools, collaborative teams and other government agencies

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:

As a result of the PATH program growth and the increase in participation in the awareness and prevention events, the new duties and responsibilities assigned to the employee are of higher complexity, accountability, knowledge and require individual initiative and independent judgment.



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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:

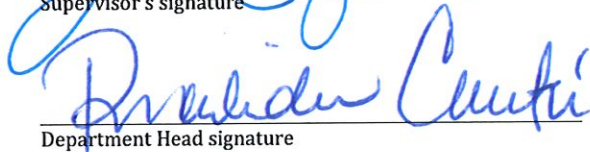
Based on the gradual assumption over a period of 12 months, of higher level duties & responsibilities in comparison to the duties and responsibilities previously assigned, the DA's Office considers that a reclassification of the employee's classification is warranted at this time.



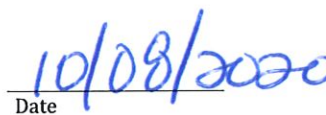
Supervisor's signature



Date



Department Head signature



Date



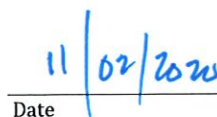
DEPARTMENT OF HUMAN RESOURCES ONLY:

FINDINGS:

RECOMMENDATIONS:



Human Resources Director



Date

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, November 3, 2020

Agenda Item: 78088

Summary of request/proposal:
HIDTA Task Force (1291) -
Approval of the following personnel actions, effective 11/09/2020 and in 2021:

Fund	Position	Slot #	Obj	G/S	Current Budgeted Salary Allowance	Proposed Budgeted Salary/ Allowance	Total Requested
1100	Administrative Assistant IV	0011	113	G10S07	43,260.00	0.00	(43,260.00)
1100	Executive Assisant II	0011	113	G13S01	0.00	43,260.00	43,260.00
					43,260.00	43,260.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1291-412-00-270-003-0-113	HIDTA Task Force- REG F/T EMPLOYEES	\$0.00
0-1291-412-00-270-003-0-211	HIDTA Task Force- HEALTH INSURANCE	\$0.00
0-1291-412-00-270-003-0-212	HIDTA Task Force- LIFE INSURANCE	\$0.00
0-1291-412-00-270-003-0-220	HIDTA Task Force- FICA	\$0.00
0-1291-412-00-270-003-0-230	HIDTA Task Force- RETIREMENT	\$0.00
0-1291-412-00-270-003-0-250	HIDTA Task Force- UNEMPLOYMENT COMP	\$0.00
0-1291-412-00-270-003-0-260	HIDTA Task Force- WORKER'S COMP	\$0.00
	2020 Budgetary Impact	\$0.00

2021 Budgetary Impact \$0.00

Possible Funding Sources: **Funds available**

Comments:

