

THE STATE OF TEXAS

COUNTY OF CAMERON

BE IT REMEMBERED on the 29th day of MAY, 1998, there was conducted a SPECIAL Public Meeting of the PERSONNEL RECLASSIFICATION REVIEW COMMITTEE of Cameron County, Texas, at the Courthouse thereof, in the City of Brownsville, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE COURT MET AT:

11:00 A.M.

PRESENT:

GILBERTO HINOJOSA  
COUNTY JUDGE

PEDRO "PETE" BENAVIDES  
COMMISSIONER, PRECINCT NO. 1

CARLOS H. CASCOS, C.P.A.  
COMMISSIONER, PRECINCT NO. 2

JAMES R. MATZ  
COMMISSIONER, PRECINCT NO. 3

HECTOR PEÑA  
COMMISSIONER, PRECINCT NO. 4

Hilda V. Treviño Deputy  
COUNTY CLERK

ABSENT:

\_\_\_\_\_

=====

The meeting was called to order by Judge Gilberto Hinojosa

At this time, Mr. Mark Yates explained that an employee with the annual salary of \$28,000.00, in the Auditor's Office, had resigned from the County and that the funds were being reallocated within the Department, as opposed to filling said position at the full salary amount. He noted that other Departments within the County had advertised Accountant Positions with entry level salaries, in the amount of \$35,000.00, and added that a survey had been conducted to compare the compensations of similar positions with other Counties and the results indicated the entry level annual amounts of \$35,000.00. Mr. Yates noted that he would be losing an auditor in a critical area of the County Auditor's Office to a similar position in the Health Department which had a higher salary, due to Federal Funding.

Commissioner Cascos stated that other Departments shared the same problem of having similar positions and duties which had different rates in salaries and added that the criteria for determining salaries should also apply when dealing with Grant funds utilized for compensation.

Mr. Yates reiterated that as a result of the resignation of an employee, the County Auditor's Office was restructuring the Office into a scale of hierarchy and duties and stated that the Salary Schedules reflected salary increases which were within budget. He stated that he would need to pay employees the full slot amount or restructure the salaries to match the job duties.

Commissioner Cascos stated that it was his understanding that the job duties should match the compensation and added that salary increases should not be based on the years of service.

Judge Hinojosa clarified that the reclassifications should be done for the purpose of establishing and maintaining salary equity for all County employees and comparable salary scales. He stated that salary scales were set for each Department and added that salary increases could be given up to the classification level, based on the experience of the employee in the position. Judge Hinojosa stated that if the funding level was below the classification level, the salary could only go up to the set classification level within the Fiscal Year. He stated that if a Department was reallocating funds from one slot to another, the reallocation would be performed at the risk of losing the funds and lowering the salary scale on a reclassification or would defer the time of replenishing the reallocated amount. Judge Hinojosa stated that the anticipated classification funds should either be utilized within the Fiscal Year or reclassified and stated that non-lapsed salary gaps could be utilized in reclassifications for temporary positions. He explained that the County Auditor was eliminating a slot and reallocating the funds among the slots, but stated that the slot would no longer be available if requested at Budget time.

**At this time, Mr. Yates highlighted the different slots which were being eliminated, created and/or increased as referenced in the Salary Schedule for the County Auditor - Fund No. 10-495:**

Judge Hinojosa expressed concern as to the Astipend® issues and recommended that the stipends be eliminated and rolled into the slot.

Commissioner Cascos stated that the revenues from all sources, including Grants and Federal funding, in a salary be provided on the Salary Schedules to show the total compensation from all sources.

There was some discussion as to the non-Certified Public Accounts being compensated more than Certified Public Accounts, which was considered an inequity in the salaries and Judge Hinojosa stated that the salaries were compensated to the employees at the discretion of the County Auditor.

At this time, Mr. Yates highlighted the changes being made on the Grant Administrator as referenced in the Salary Schedule for the High Intensity Drug Trafficking Area (HIDTA) Task Force - Fund No. 22-471.

Judge Hinojosa moved that the following Salary Schedules be accepted as recommended by the County Auditor:

County Auditor - Fund No. 10-495; and

HIDTA Task Force - Fund No. 22-471.

The motion was seconded by Commissioner Cascos and carried as follows:

**AYE:** Commissioner Cascos and Judge Hinojosa

**NAY:** None

**ABSTAINED:** Mr. Mark Yates, County Auditor, and Mr. Manuel Villarreal, Personnel Director, as to the Salary Schedule for HIDTA Task Force - Fund No. 22-471, Line Item No. 05.

**The Salary Schedules are as follow:**

At this time, Mr. Tony Yzaguirre, Tax Assessor-Collector, highlighted the adjustments being made on the Salary Schedule for the Tax Assessor-Collector - Fund No. 10-499. He explained that as a result of three (3) employees= resignations, the slots had been decreased to the starting salary level and added that the difference was being reallocated among eight (8) slots within the Department. Mr. Yzaguirre noted that the adjustments had been performed based on the additional duties which were assigned to the slots and added that the intent of the adjustments was to maintain salary equity within the Department.

Judge Hinojosa suggested that the reclassification deadline be implemented on June 15, 1998, and requested that the Tax Assessor-Collector Salary Schedules be deferred for one (1) week, in order for the Committee to further review the matter.

Commissioner Cascos stated that the Salary Matrix should be implemented, in order to address said issues and added that all the Departments should be addressed, in order to maintain salary equity.

Mr. Yates expressed concern as to the County Departments attempting to cover the activities and operations with the available employees within their available budget and in attempting to retain valuable employees. He stated the implementation of a Salary Matrix would provide the County with similar salaries performing similar duties, but noted that not every individual in the same named slots performed the same type of work. Mr. Yates explained that when there was a change in environment, the appropriate resources should match the appropriate job and added that the employees should be compensated based on their ability to perform a certain duty. He stated that the Tax Office would be incorporating the Brownsville Independent School District tax operations and would require additional work and personnel and added that the Salary Matrix should be flexible, in order to meet the changes that the County incorporates from year to year.

Judge Hinojosa stated that the Salary Reclassification Review Committee should also review and establish the Salary Matrix along with the salary reclassifications of the County.

At this time, there was some discussion as to the positions in the different Departments performing similar duties, being equalized and that many Departments had implemented the Salary Matrix.

Judge Hinojosa requested that the salary matrix for the Tax Office be submitted to the Committee, in order to examine the matter and noted that a decision would be made based on the salary matrix. He stated that the Committee would be meeting every year in the month of March and before the Budget Cycle and requested that all Departments reallocating funds at the mid-year point, must be placed on the Committee-s Agenda, in order to present and justify the reallocation of funds within the Department-s Budgets.

