

IV. APPENDIX: SUPPLEMENTARY MATERIALS

APPENDIX A - PRICE LIST

A-1
**ANNUAL SALARIES FOR USE IN ASSIGNING
 COSTS TO STAFF PIR'S**

(Does not include fringe benefits. Based on FY2019 Salary Schedule.)

Non-Exempt		Exempt		Social Services		Exempt Technical	
Grade	Salary	Grade	Salary	Grade	Salary	Grade	Salary
01	\$27,040	A	\$48,358	AA	\$42,420	AM	\$51,225
02	\$28,381	B	\$51,302	BB	\$44,778	BM	\$54,167
03	\$29,874	C	\$53,715	CC	\$47,309	CM	\$56,589
04	\$31,583	D	\$57,042	DD	\$49,927	DM	\$59,857
05	\$34,006	E	\$59,712	EE	\$52,674	EM	\$62,473
06	\$36,688	F	\$62,893	FF	\$55,305	FM	\$65,617
07	\$38,851	G	\$67,884	GG	\$59,268	GM	\$70,480
08	\$41,987	H	\$73,113			HM	\$75,600
09	\$45,233	I	\$79,000			IM	\$81,414
10	\$48,348	J	\$85,856			JM	\$88,124
		K	\$91,999			KM	\$94,175
Law Enforcement							
Law Enforcement						Attorneys	
Grade	Title	Salary		Grade	Salary		
40	Detention Service Officer	\$43,307		01	\$74,036		
66	Sheriff Deputy/Deputy Constable	\$56,481		02	\$81,514		
68	Sheriff Senior Sergeant /Constable Senior	\$70,888		03	\$89,660		
69	Sheriff Lieutenant/Constable Chief Deputy	\$81,523		04	\$106,324		
70	Sheriff Captain	\$93,702		05	\$126,658		
				06	\$144,343		
				07	\$164,892		

Note: Please contact the Office of Budget and Evaluation or consult the HR website for annual salaries of grades that are not listed.

A-2

OFFICE FURNITURE PRICE LIST

Please request a copy of the catalog from the Purchasing Department for additional items or to view items as listed

Updated January 2019

	<u>FY2020</u>
<u>DESKS & CREDENZAS</u>	<u>Estimate</u>
Administrative Double Pedestal 3/2 72W x 36" D Desk (HON 10799)	778.00
Credenza w/KneeSpace 72" W x 24" D (HON 10741)	660.00
Administrative Double Pedestal 3/2 66" W x 30" D Desk (HON 10774)	700.00
Administrative Double Pedestal 3/2 60" W x 30" D Desk (HON 10773)	700.00
Administrative Single Pedestal Left B/B/F 66" W x 30"D 29-1/2H (HON 10702L)	600.00
Administrative Flush Ht Return Right F/F 48" W x 24" D 29-1/2H (HON 10711R)	400.00
Metal desk 30" D x 60" W 2/2 Pedestal Desk (HON 38155)	600.00
Metal desk 30" D x 66" W -2R w/lock single Pedestal Desk w/return (HON 38291R)	585.00
Metal desk 24" D x 48" W x 29-1/2 H 2L w/lock Flush Rtn (HON 38216L)	400.00
<u>CHAIRS</u>	
Judicial bench chair Ex High Back Mid-Range Knee-1 (HON 6541)	650.00
Executive, high-back chair Swivel Tilt Arms- Pillowsoft (HON2091)	250.00
Administration Mgr/Task Asynchronous w/Arm Seat Glide, (HON 7808)	400.00
Side-arm chair Guest Sled base all-wood arms (HON 2903)	290.00
Guest Chair Pillow- Soft (Series 2190) 4-Leg Frame (HON 2194)	294.00
Steel folding chair padded/4 per carton (HFC02)	115.00
Guest stacker 4030 Series Chair Text Seat & Back Set of 4 (HON 4031)	260.00
Endorse Work Mid-Back Upholstered Back Big and Tall (HLWUBT)	500.00
<u>BOOKCASES</u>	
36" w X 13 1/8" d X 29 1/2" h - 2 shelves (HON 10752)	269.00
36" w X 13 1/8" d X 43 3/8"h - 3 shelves (HON 10753)	300.00
36" w X 13 1/8" d X 57 1/8" h - 4 shelves (HON 10754)	350.00
36" w X 13 1/8" d X 71"h - 5 shelves (HON 10755)	400.00
36"w X 11- 12" d X 84"h - 6 shelves (HON 1897)	220.00
<u>FILE CABINETS</u>	
Lateral, locking file, metal, 36" w, Brigade 700 Series 2 opening:	
2-drawer (HON 752)	452.00
3-drawer (HON 753)	576.00
4-drawer (HON 754)	730.00
5-drawer opening w/ posting (HON 755)	945.00
Lateral, locking file, metal, 36" w, Brigade Series:	
4-drawer (HON 784)	561.00
5-drawer (HON 785) w/Roll-Out Shelf	715.00

Vertical, letter size, locking, metal: - 310 series

2-drawer (HON 312) Letter w/Lock	198.00
4-drawer (HON 314) Letter w/Lock	264.00
5-drawer (HON 315) Letter w/Lock	355.00

Vertical, legal size, locking, metal: - 310 series

2-drawer (HON 312C) Legal w/Lock	225.00
4-drawer (HON 314C) Legal w/Lock	290.00
5-drawer (HON 315C) Legal w/Lock	400.00
Storage Cabinet, 36" w X 18" d X 72" h (HON SC1872)	375.00
Storage Cabinet, 36" w X 18" d X 42" h (HON SC1842)	310.00

TABLES

Round Conference Tables with Base - Preside

36" HTLD36 – Preside 36" round Shaped Laminate Top	196.00
36" HTLR36 – Preside Laminate Cylinder base for 36" Top	284.00
42" HTLD42 – Preside Round Shaped Laminate Top	200.00
42" HTLR42 – Preside Laminate Cylinder base for 42" Top	284.00
48" HTLD48 – Preside 48" Round Shaped Laminate Top	230.00
48" HTLR48 – Preside Laminate Cylinder base for 48" Top	300.00

Conference Room Tables - Preside

Preside 72W x 36D Racetrack Shaped Laminate Top (HON HTLA 3672)	260.00
Preside Laminate Panel Base for 72" W Table Tops (HON HTLP72)	230.00
Preside 96W x 48D Racetrack Shaped Laminate Top (HON HTLA 4896)	352.00
Preside Laminate Cylinder Base For 96" W Table Tops (HON HTLR 96)	580.00
Preside 120W x 48D Racetrack Shaped Laminate Top (HON HTLA 48120)	410.00
Preside Laminate Cylinder Base For 120" W Table Tops (HON HTLR 120)	679.00
Preside 144W x 48D Racetrack Shaped Laminate Top (HON HTLA 48144)	483.00
Preside Laminate Cylinder Base for 144W Table Tops (HON HTLR 144)	698.00

Computer Table

Mobile PC Stations (varies) - *Please call Purchasing for quote*

Adjustable Ht Workstation 30" x 36" – *Please call Purchasing for quote*

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STANDARD FURNITURE GUIDELINES

	Desk & Chairs	Files	Bookcase	Table
Elected Officials and Department Heads	36" X 72" Desk 1 Desk Chair 1 Credenza 2 Side Chairs	As Needed	3-5 Shelves	Conference Table with 6 chairs
Assistant Directors/Chief Deputy	36" X 72" Desk 1 Desk Chair 1 Credenza 2 Side Chairs	As Needed	3-5 Shelves	
Analyst Admin Assistants Coordinators Masters Referees Asst. Chief Deputy Professional	30" X 60" Desk 1 Desk Chair 1 Side Chair	As Needed		
Secretary Court Reporter Chief Clerk	48" X 66" Desk 1 Secretary Chair	As Needed		
Clerk Receptionist	48" X 66" Desk With Typing Return 1 Secretary Chair	As Needed		
Conference Room	120" X 48" Table with 10 Chairs			

A-4
OFFICE MACHINE PRICE LIST

As of February 2019

(Please see Appendix A-8 for computer equipment prices)

	<u>FY2020</u>
	<u>Estimate</u>
<u>A. COPIERS</u>	
Low Volume	\$85 - 96
Medium Volume	\$148 - 188
High Volume	\$235 - 262
<u>B. FAX MACHINES</u>	
Low Volume - Brothers 2840	\$350
Low/Mid Volume –Brothers 4100	\$450
Mid Volume – Brothers 4750	\$550
High Volume, Brothers 5750	\$850
<u>B. COURT REPORTING/DICATION EQUIPMENT</u>	\$600 - 1,500
<u>D. TIME STAMP/CLOCKS WITH NAME PLATES</u>	\$700 - 800
<u>E. SHREDDERS</u>	
Fellows 63Cd	\$250
Fellows 99Ci	\$500
Destroyit 2503cc	\$1,300
Destroyit 2640cc	\$2,000
Fellows 435Ci	\$2,500

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COMMUNICATION EQUIPMENT PRICE LIST

As of February 2019

	<u>FY2020</u> <u>Estimate</u>
<u>A. MOBILE RADIO</u>	
Law Enforcement All Band Mobile Radio	\$2,628
<u>B. PORTABLE RADIO</u>	
Law enforcement all band portable, with battery, belt carrier and charger	\$2,981
700/800 MHZ with battery, belt carrier and charger (Bailiffs, Security, Detentions only)	\$2,400
<u>C. CELLULAR PHONES</u>	
Basic plan – Heavy Usage	\$840/year
Car adapter	\$25

Any plan above basic needs to be submitted for justification and tailoring as there are a variety of plans available.

A-6
VEHICLE PRICE LIST

As of February 2019

½ Ton Pickup	\$23,500
½ Ton Ex Cab Pickup	\$24,750
¾ Ton 12 Passenger Van	\$32,000
½ Ton Cargo Van	\$25,000
One Ton Super Cargo Van	\$33,500
Dodge Charger v-6	\$22,500
Dodge Charger V-8	\$25,000
Tahoe	\$33,000
Ford Fusion	\$19,500

A-8

Computer Configurations and Prices

As of February 2019

The following prices are estimates only for planning purposes. All prices are subject to change at any time by the vendors and/or the State of Texas. IT Services will generate detailed quotes for all computer related hardware and software at the time the requisition is place. Pricing for desktops and laptops includes the added cost of MS Office licenses that need to be purchased separately.

<u>Devices:</u>	Cost
Standard Desktop Computer	\$1,255
Laptop with case, monitor, and docking station	\$1,610
Surface Pro Tablet	\$950
Surface Warranty and Accessories	\$700

<u>Printers:</u>	
Local + Network (B/W) - Local HPLJ M402N	\$250
Local + Network (B/W) - Network HPLJ 607n	\$600
Local + Network Color - Local HP OJ 8710 Inkjet	\$155
Local + Network Color - Network HP LJ Pro M452NW	\$350
Network Heavy Usage - HP LJ M607n	\$600

Appendix B

Human Resource/Civil Service Examples and Form



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	
Proposed Position Title:	
Current Position Grade:	
Department Name:	
Position Number:	
Supervisor Name:	
Supervisor Phone:	
Supervisor Email:	

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
This is accomplished by
Other duties include

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

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Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment,

independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
What specific tasks or activities make the job duties/responsibilities more complex?
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (Personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

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4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. **Primary Work Location:** Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. **Protective Equipment Required:** List any protective equipment required for this position.

G. Position Minimum Requirements

1. **Formal Education:** Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:

<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Driver's License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? Yes No
 If yes, describe the planning or project management activities associated with this position.

3. **Budgetary Responsibility:** Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. **Scope of Budgetary Responsibility:** Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. **Management and Supervisory Responsibility:** Does this position involve directing the work of others?
 Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. **Management and Supervisory Responsibility:** If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and

commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

Appendix C

Budget Analyst Assignments

Ryan Brown, Budget Officer x 6384

ANALYST ASSIGNMENTS

	Departments	Funds	Special Assignments
Ronica Watkins x 6383	Justices of the Peace DRO Truancy Court Tax Office County Judge District Court Admin Health and Human Services Hospital District County Auditor Jury Services Human Resources County Treasurer Budget and Evaluation Purchasing Small Business Enterprise Comm Supervision Commissioners Court	General Fund Grant Fund Section 8 Fund	Truancy Miscellaneous Equip Grant Coordination Indirect/cost Plan Travel Briefing
Michele Sanchez x 7383	Sheriff District Attorney Constables Emergency Management Building Security Fire Marshal Veterans Services Institute of Forensic Sc. Elections		DLA Mgt Report Vol. III Expenditure Modeling City/County Jail Social Security/Information SCAPP Claim Miscellaneous Briefing
Erica Terrazas x6389	Planning & Development Data Services Road & Bridge Districts Operations Services Public Works Unincorporated Services Public Service Program Texas Cooperative	Major Technology Fund Road and Bridge Fund Major Capital Fund Perm. Improvement Fund Debt Service Fund	Revenue Projections Cap Improvement Plan Official Notices Mgt Report Vol I Web Updates Transfers Vehicles Miscellaneous Equip
Hector Faulk x6387	County Clerk Juvenile Department Juvenile Courts District Clerk District Courts County Courts Court of Appeals Criminal Justice Pre-trial Release Criminal Magistrates 1st Judicial Region Public Defender Law Library Employee Health Center Probate Courts	Historical Comm Fund Law Library Fund Appellate Court Fund ADR Fund Charter School	Sixth Floor Mgt Report Vol. II Child Protective Services Dallas CASA Dispute Mediation Svs DCAC