

Judge Notzon



Leo Flores  
Webb County Auditor  
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Laredo, Texas 78040

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## MEMO

August 15, 2014

TO: Elected Officials / Department Heads

FROM: Rafael Pérez, Chief Deputy Auditor

A handwritten signature in cursive script, appearing to read "R. Pérez".

SUBJECT: 2014-2015 Personnel General Order

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Attached is a copy of your department's FY 2014-2015 Personnel General Order. Please review the Order to determine if your staff is correctly classified according to the Job Classification study done by Condrey & Associates, Inc.

Verify that each personnel slot number has a pay grade, step and equity code assigned to it. If the Order has any discrepancies or lacks pay grade, step and equity code, please contact Administrative Services immediately to address the discrepancies. We need this information returned to us no later than Tuesday August 19, 2014. Failure to return the information will indicate that you are satisfied with the Order.

Thank You!

Webb County Government																					
DEPT	NAME	Grant Funded	New Title	HMOS	HDAY	HYR	FT HRS	CURRENT SALARY	GRADE	STEP	NEW SALARY	EQUITY CODE	NEW SALARY + EQUITY	\$ DIFF							
COURTS	Aye, Leticia A		Administrative Assistant	1	15	2004		37,710.40	12	P	37,974.71	D	39,416.94	1,706.24							
COURTS	Prew, Merna, G.		Administrative Assistant	3	26	2010		36,795.20	12	N	37,042.85	C	37,974.71	1,179.51							
COURTS	Carmona, Gerardo		Bailiff	6	8	1988		58,448.00	16	FC	58,448.00	FC	58,448.00	0.00							
COURTS	De La Cruz, Lorena G		Bailiff	2	28	2013		52,000.00	16	Z	52,388.47	B	53,043.32	1,043.32							
COURTS	Juarez, Orlando		Bailiff	1	3	2011		56,180.80	16	AF	56,442.46	B	57,147.99	967.19							
COURTS	Lopez, Horacio		Bailiff	1	3	2005		52,000.00	16	Z	52,388.47	D	54,377.70	2,377.70							
COURTS	Ramos, Fernando A		Bailiff	1	1	1990		52,000.00	16	Z	52,388.47	D	54,377.70	2,377.70							
COURTS	Sanchez, Fernando		Bailiff	8	11	2009		52,000.00	16	Z	52,388.47	C	53,706.37	1,706.37							
COURTS	Morales, Avino, James		County Court At Law Judge	1	1	1995		153,200.11	EL		153,200.11	A	153,200.11	0.00							
COURTS	Garcia, Graciela V		Court Administrator	1	3	2011		57,408.00	18	Z	57,827.07	B	58,549.91	1,141.91							
COURTS	Munoz, Sandra, R.		Court Administrator	1	1	1999		57,408.00	18	Z	57,827.07	D	60,022.80	2,614.80							
COURTS	Pina, Maria, Arminia		Court Administrator	5	31	2013		55,396.85	18	W	55,711.66	B	56,408.05	1,011.20							
COURTS	Villarreal, Minerva Sofía		Court Administrator	2	28	2013		57,408.00	18	Z	57,827.07	B	58,549.91	1,141.91							
COURTS	Ramos, Rosabel		Court Clerk	10	22	2001		34,507.20	10	Q	34,833.25	D	36,155.90	1,648.70							
COURTS	Rodriguez, Melissa		Court Clerk	7	1	2005		37,003.20	10	V	37,065.44	D	38,472.84	1,469.64							
COURTS	Arispé, Reymundo, A.		Court Coordinator	11	1	1978		55,390.40	16	AE	55,745.63	D	57,862.34	2,471.94							
COURTS	Bisika, Suzanne, Irene		Court Coordinator	1	1	1999		55,390.40	16	AE	55,745.63	D	57,862.34	2,471.94							
COURTS	Carrillo, Raquel		Court Coordinator	2	28	2013		55,396.85	16	AE	55,745.63	B	56,442.46	1,045.61							
COURTS	Meléndez, Cruz		Court Coordinator	10	9	1992		57,408.00	16	AH	57,862.34	FC	57,862.34	454.34							
COURTS	Marínez, Megoliana		Court Coordinator	12	7	1983		55,396.85	16	AE	55,745.63	D	57,862.34	2,465.49							
COURTS	Morales, Roberto		Court Coordinator	9	4	2009		55,396.85	16	AE	55,745.63	C	57,147.99	1,751.14							
COURTS	Wise, Concepcion		Court Coordinator	3	7	2003		55,396.85	16	AE	55,745.63	D	57,862.34	2,465.49							
COURTS	Soliz, Abel		Court Coordinator	1	6	1999		55,396.85	16	AE	55,745.63	D	57,862.34	2,465.49							
COURTS	Hernández, Gloria R		Court Coordinator	4	11	2003		55,396.85	16	AE	55,745.63	D	57,862.34	2,465.49							
COURTS	Canales, Blanca, Cecilia		Court Interpreter	2	28	2013		50,752.00	14	AF	51,134.08	B	51,773.25	1,021.25							
COURTS	Canavell, Adriana B		Court Interpreter	1	3	2011		50,752.00	14	AF	51,134.08	B	51,773.25	1,021.25							
COURTS	Alcantar, Ana L		Court Reporter	6	6	1988		89,211.20	FR		89,211.20	A	89,211.20	0.00							
COURTS	Ayala, Samuel R		Court Reporter	11	9	2001		50,003.20	FR		50,003.20	A	50,003.20	0.00							
COURTS	Vacant		Court Reporter					89,211.20	FR		89,211.20	A	89,211.20	0.00							
COURTS	Henderson, Virginia		Court Reporter	2	28	2013		89,211.20	FR		89,211.20	A	89,211.20	0.00							
COURTS	Mendoza, Vicente		Court Reporter	1	29	1999		89,211.20	FR		89,211.20	A	89,211.20	0.00							
COURTS	Nozón, Monica Zapala		1th Judicial Court Judge	5	16	2001		13,199.89	EL		13,199.89	A	13,199.89	0.00							
COURTS	Carrillo, Haydes Hernandez		Parenting Coordinator	1	19	2005		52,885.54	17	W	53,027.16	D	55,040.63	2,054.09							
COURTS	Cuellar, Manuel		Warrant Officer	10	1	1990		49,192.00	16	U	49,233.48	D	51,102.91	1,910.91							
COURTS	Quimiana, Roberto		Warrant Officer	5	8	1993		46,924.80	16	R	47,432.44	D	49,233.48	2,308.68							
COURTS	Rodriguez, Ignacio III		Warrant Officer	2	23	2008		42,244.80	16	I	42,415.07	C	43,482.07	1,237.27							

**Gracie V. Garcia**

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**From:** Margarita Gomez  
**Sent:** Thursday, May 29, 2014 10:02 AM  
**To:** Monica Z. Notzon  
**Cc:** Gracie V. Garcia  
**Subject:** Update On Wage/Classification Study  
**Importance:** High



*Webb County*  
*Administrative Services Department*

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Risk Management

Human Resources

**MEMORANDUM**

**TO:** Elected Officials/ Department Heads  
**FROM:** Cynthia Mares, Administrative Services Director  
**DATE:** May 28, 2014  
**RE:** UPDATE ON WAGE/CLASSIFICATION STUDY

Below please find your departmental information, regarding positions, titles, hire dates.

We are requesting your immediate assistance in helping us verify **the correctness of the** information on the proposed Wage Classification Scale.

It is imperative that you help us in this effort, so that we can give you correct and updated information that you will use in your proposed **personnel** budgets for FY 2015.

PLEASE VERIFY AND RESPOND NO LATER THAN TUESDAY, JUNE 3<sup>rd</sup>, 5:00 p.m.

This is very important and time sensitive. **If we don't get a response from you, we will assume all the information is correct.**

If you have any questions, or need further clarification, feel free to call me.

I thank you for your time and attention.

xc: file  
Leroy Medford

Webb County Government					
Plan B					
<b>DEPT</b>	<b>NAME</b>	<b>New Title</b>	<b>Hire Month</b>	<b>Hire Day</b>	
<b>111th District Court</b>					
COURTS	Canavati, Adriana B	Court Interpreter	1	3	2
COURTS	Garcia, Graciela V	Court Administrator	1	3	2
COURTS	Hernandez, Gloria R	Court Coordinator	4	11	2
COURTS	Juarez, Orlando	Bailiff	1	3	2
COURTS	Mendoza, Vicente	Court Reporter	1	29	1
COURTS	Notzon, Monica Zapata	1th Judicial Court Judge	5	16	2
COURTS	Ramos, Fernando A	Bailiff	1	1	1
COURTS	Soliz, Abel	Court Coordinator	1	6	1

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