



Commissioner Court

Monday - 02/09/2015

Backup for agenda item #23



Table of Contents

1. AS 400 screen shot of check inquiry:
 - a. reflecting treasury's report of biweekly pay
 - b. office notations of employees pay periods (numbered 1 , 2, 3)
2. 08/29/2014 NEOGOV Requisition #00684 approving the inner office posting of slot number 2346 / rate of pay \$20.91
3. 09/05/2014 Email from Administrative Services notifying Constable Devally that employee Dagoberto Rodriguez is "Eligible" for slot number 2346
4. 09/08/2014 NEOGOV posting of vacant slot 2685 / Rate of pay \$19.19
5. 12/17/2014 Letter addressed to Administrative Service Director Cynthia Mares reporting the error, along with copy of Webb County Personnel Worksheet.

TAB #1

Dagoberto Rodriguez

Type options, press Enter.

Reset: _____

8=Benefits 9=Deductions 10=Earnings 11=Accruals

More: + -

Opt	Check Date	Check Number	Pay End Date	Gross Pay	Withholding	Net Pay
—	10/24/14	5552425	10/16/14	1,476.80	441.28	1,035.52
—	10/10/14	5550451	10/02/14	188.19	25.69	162.50
③	10/10/14	5550450	10/02/14	1,633.60	479.00	1,154.60
—	9/26/14	5548528	9/18/14	627.30	85.62	541.68
②	9/26/14	5548527	9/18/14	1,672.80	489.88	1,182.92
—	9/12/14	5546614	9/04/14	431.78	58.94	372.84
①	9/12/14	5546613	9/04/14	1,535.20	454.74	1,080.46
—	8/29/14	5544643	8/21/14	1,535.20	454.73	1,080.47
—	8/15/14	5542902	8/07/14	287.85	39.29	248.56
—	8/15/14	5542901	8/07/14	1,535.20	454.74	1,080.46

More...

F3=Exit F5=Refresh F7=Full Exit F12=Cancel F22=More Keys

① 9/12/14 chk: 80 hrs @ \$19.19 = \$1,535.20 Slot # 2685
 (8/22/14 - 9/4/14)

② 9/26/14 chk: 80 hrs @ \$20.91 = \$1,672.80 Slot # 2346 current
 (9/15/14 - 9/18/14)

③ 10/10/14 chk: 64 hrs @ \$20.91 = \$1,338.24 Slot # 2346
 16 hrs @ \$18.46 = 295.36
 + 1,633.60
 (9/19/14 - 10/2/14)

10/10/14 16 hrs @ 18.46 = <295.36> 12/5 196.7
 39.20

16 hrs @ 20.91 = 334.56 12/17 196.7

10/24/14 80 hrs @ 18.46 = <1476.80> 1/2 196.7
 196.7

80 hrs @ 20.91 = 1672.80 11/6 196.7

11/7/14 196.7 11/30 196.7

11/20/14 196.7

\$1607.20

TAB #2

Victor Barberena

From: info@neogov.com
Sent: Friday, August 29, 2014 8:21 AM
To: Victor Barberena
Subject: Message From NEOGOV Insight: Requisition Approved

*_**

PLEASE DO NOT REPLY TO THIS EMAIL
If you reply to this email, your reply will *NOT* be read. Instead,
please contact the individual(s) listed at the bottom of this email
if you have questions.

*_**

Requisition # 00684 has been approved on 08/29/14 8:20 AM by Esmeralda Vasquez (Final Step).

Comments:
Hiring within dept. Will post for 3 days 8/29/14, 9/2/14, 9/3/14.ev

Class Title: Deputy Constable
Working Title: Deputy Constable
Desired Start Date: 08/28/14
Department: Constable Pct. 4
Division:
Hiring Manager: Victor Barberena Phone: 956-721-2365 Created By: Victor Barberena Phone: 956-721-2365

To view the details of this requisition, please go to <https://secure.neogov.com/insight/login.cfm>

If you have any questions regarding this recruitment, please contact:

Victor Barberena (Originator)
vbarberena@webbcountytexas.gov
956-721-2365

TAB #3

Victor Barberena

From: Esmeralda Vasquez
Sent: Friday, September 5, 2014 3:35 PM
To: Harold Devally
Cc: Victor Barberena; Cynthia Mares; Nelda Rodriguez
Subject: MVR Results

Importance: High

Good Afternoon Mr. Devally,

This is to notify you that Dagoberto Rodriguez is "Eligible". If you have any questions, please call me at 956-523-4198.

Thank you,

Esmeralda S. Vasquez

Human Resources Assistant I
Webb County
Administrative Services
1110 Washington St., Suite 204
Laredo, Texas 78040
Phone: (956) 523-4198
Fax: (956) 523-5012
Website: www.webbcountytexas.gov/



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TAB #4

TAB #5



HAROLD DEVALLY

WEBB COUNTY CONSTABLE

PRCINCT 4

9901 McPherson, Ste. # 102

LAREDO, TEXAS 78045

Off: 956-721-2365

Fax: 956-718-8694

RECEIVED

2014 DEC 17 AM 9:18

WEBB COUNTY
ADMINISTRATIVE SERVICES

December 10, 2014

Cynthia Mares
Administrative Services Director
1110 Washington St., Suite # 204
Laredo, Texas 78040

Re: Deputy Constable
Dagoberto Rodriguez

Dear Ms. Mares;

This is to advise you that an internal hiring posting and process approved by your department was placed on September 5, 2014. After reviewing applicants within my department and taking into consideration their work experience, a final determination was taken and Deputy Constable Dagoberto Rodriguez was placed from Slot # 2685 at \$19.16 to Slot # 2346 at \$20.91.

The Webb County General Order for Fiscal Year 2014-2015 reflects that Deputy Rodriguez's salary was decreased from \$20.91 to \$18.46 an hour. His salary should have never been reduced in accordance to Wage Classification and Civil Service Policy and Procedures.

I am respectfully requesting that this error be rectified as promptly as possible and his salary be restored back to \$20.91 with retroactive pay from October 1, 2014.

Thank you for your prompt attention regarding this matter.

Sincerely;


Harold DeVally
Constable, Pct.4

ORIGINAL DOCUMENT RECEIVED

BY: _____

DATE: _____

Adm. Services

ORIGINAL DOCUMENT RECEIVED

BY: _____

DATE: _____

Auditor

Cc: Mr. Leo Flores
Webb County Auditor
1110 Washington St., Ste. # 201
Laredo, Texas 78040



ORIGINAL

WEBB COUNTY - PERSONNEL WORKSHEET

EMPLOYEE ID

1410

FUND

001

DEPT. NAME

CONST. Pct. 4

Beginning Pay Period/ Anticipated Start Date: _____

I. PURPOSE [Check all that apply]

NEW EMPLOYEE [] RATE CHANGE TERMINATED []
 REHIRE [] TRANSFER [] OTHER [] _____

II. EMPLOYEE INFORMATION

NAME Dago Berto Rodriguez DATE COMM CRT APPROVED _____
 SOC SEC NO. 454-06-5778 AGENDA ITEM NUMBER _____
 ADDRESS 2709 AVENUE DR.
 CITY, STATE ZIP LAREDO, TX, 78045
 DRIVER'S LICENSE# 04833969
 HOME PHONE (956) 285-6770
 BIRTH DATE NOV. 06, 1955
 SEX MALE
 MARITAL STATUS MARRIED

III. PAYROLL DATA

SLOT # 2346 TITLE: Deputy Constable Wage Plan _____
 BIWEEKLY SALARY _____ Grade & Step: _____
 HOURLY RATE \$ 20.91 EMPLOYEE TYPE PERMANENT FULL TIME
 PERMANENT PART TIME
 TEMPORARY FULL TIME
 TEMPORARY PART TIME
 VOLUNTEER / RESERVE

EFFECTIVE DATE: SEPT. 05, 2014
 CERTIFICATION DATE: _____ (if available)

CURRENT PAY:	_____ HRS @ _____	OLD RATE = _____
	_____ HRS @ _____	NEW RATE = _____
OVERTIME	_____ HRS @ \$ _____	RATE = \$ _____
OVERTIME STRAIGHT	_____ HRS @ \$ _____	RATE = \$ _____
OTHER PAY	_____ HRS @ \$ _____	RATE = \$ _____
PAYOUT:	ANNUAL LEAVE-Code 106 _____ HRS @ \$ _____	RATE = \$ _____
	COMP/T-Code 107 _____ HRS @ \$ _____	RATE = \$ _____
		TOTAL = \$ _____

NOTE: On Payouts - Employee's Attendance Record, Leave Forms and/ or Time Clock Plus Report MUST be attached (as "back-up").

FROM SLOT # _____ TO SLOT # _____
 DEPT. TRANSFERRED FROM _____ DEPT. TRANSFERRED TO _____
 A/L HRS ACCEPTED / TRANSFERRED _____ S/L HRS ACCEPTED / TRANSFERRED _____

I CERTIFY THAT ALL DOCUMENTATION RELATIVE TO THIS PERSONNEL WORKSHEET IS CORRECT AND COMPLETE.

AUTHORIZED SIGNATURE _____

DEPARTMENT _____

PRINTED NAME _____

DATE _____

To Be Completed by Administrative Services / Human Resources

Pre-Employment Clearance Approved: Yes No

AUTHORIZED SIGNATURE

DATE

Revised 12/2014