



HUMAN RESOURCES DEPARTMENT
County Of Hidalgo

Esther A. Cortez
Human Resources Director

MEMORANDUM

"In remembrance of those before us."

TO: Captain Rene Gonzalez
Hidalgo County Sheriff's Office
Adult Detention Bureau

FROM: Esther A. Cortez, Human Resources Director *EAC*
Hidalgo County Human Resources Department

DATE: August 02, 2007

RE: ***Reclassification of Social Workers***

Dear Captain Gonzalez,

Attached please find a copy of your request to come before the Civil Service Commission to reclassify positions within the Sheriff's Office, approved on July 12, 2007.

Should you have any questions or require additional information, please do not hesitate to call me at 318-2660.

EAC:sfr



HIDALGO COUNTY SHERIFF'S OFFICE

SHERIFF GUADALUPE "LUPE" TREVIÑO

MEMORANDUM



TO: Ester Cortez
Director Human Resources Department

FROM: Lupe Trevino, Sheriff
Hidalgo County Sheriff's Office

By: Captain Rene Gonzalez (N)
Sheriff's Office Adult Detention Bureau

DATE: July 03, 2007

RE: Reclassification of Social Workers

The Sheriff's Office is requesting to be placed on the Civil Service Board agenda to propose the reclassification of the two Social Worker positions at the Sheriff's Office Adult Detention Bureau. Primarily we are seeking a title change due to professional concerns. Staff has advised that the title of the Social Worker entails that the person occupying that position be licensed as a social worker by the State of Texas. Although in our current job description we show a preference for a licensed social worker, it is not a requirement. The duties that we currently list on the job description are not necessarily preformed by a social worker with the exception of counseling and are more attuned to the new position title we are requesting. The Position of "Inmate Intervention Specialist" is more in line with the duties and responsibilities that the sheriff's Office was seeking and had originally listed in the "Social Worker" job description.

The Sheriff's Office, Therefore is requesting a reclassification of the positions of Social Worker to the Inmate Intervention Specialist. The salaries will remain the same, but the duties and responsibilities have been modified to eliminate any reference to the duties and or responsibilities of a licensed social worker. Copies of the two job descriptions are included for your review/approval.

QUALIFICATION REQUIREMENTS;

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

- Graduation from an accredited college or university with a Bachelor's degree.
- Excellent written and oral communication skills.
- Good communication and interpersonal skills.
- Ability to manage multiple projects.
- Bilingual is preferred.
- Willingness to travel and work evenings and weekends when needed.

EDUCATION and/or EXPERIENCE

- Graduation from an accredited college or university with a minimum of a Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Good knowledge of basic adult education curriculum;
- Skills in administering inmate programs and services;
- Skills in understanding and applying jail standards;
- Ability to troubleshoot programmatic problems and correct deficiencies;
- Ability to establish and maintain effective working relationships with the public, co-workers, volunteers, inmates, inmate family members, County employees and officials;
- Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons;
- Ability to understand and follow instructions;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems;
- Ability to speak and write in the English language;
- Ability to read and interpret documents such as safety rules handbooks, operating and safety instructions guidebooks and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees, the general public and organizations;
- Ability to speak and write in Spanish preferred;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule forms;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the HCSO;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand, walk, talk and hear. The employee is required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment ranges from moderate to loud. It is dependant on the activities and demeanor of the inmates;

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all department's safety regulations.