



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Enter department Name

DATE: Enter Date

Road and Bridge / 121

April 24, 2008

CURRENT POSITION TITLE: Enter position Title

CURRENT SLOT. #: Enter current

Parks/Sanitation Director

013-001

REQUESTED POSITION TITLE: Enter New Position Title
(For new positions or reclassifications)

Parks Director

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Title Reclassification

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ N/A Current Budgeted Salary \$ _____ Proposed Budgeted Salary \$ _____ Net Change

Position to be funded from one of the following:

- Current Department Budget
 Annual Budget Cycle
 Will Require Additional Funds
 Other N/A

POSITION Type:

Full Time Employee Object 113
 Part Time Employee Object 111 _____
 Enter hourly rate for temp. positions
 Full Time Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
N/A				

CIVIL SERVICE:
 Exempt Non-Exempt

FLSA:
 Exempt Non-Exempt

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Title change only - No budgetary impact.

NEW POSITION: Brief job description and attach a copy of the new job description.

N/A

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Title change only - no budgetary impact. Please see attached job description.

COMMENTS: (Any comments you wish to make regarding this request)

None.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Richard J. Handy 4/24/08
DEPARTMENT HEAD DATE

FUNDING AVAILABLE IN DEPT. BUDGET N/A YES NO

2. _____
HUMAN RESOURCES DIRECTOR DATE

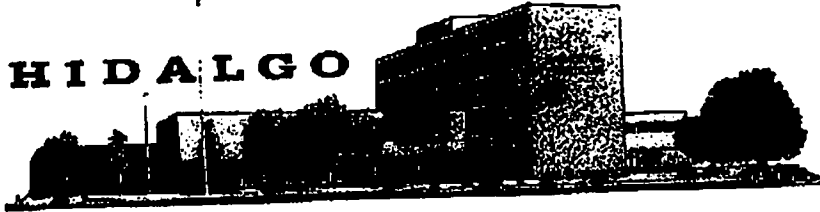
PERSONNEL PROCEDURES COMPLETED YES NO

3. _____
DEPARTMENT OF BUDGET & MANAGEMENT DATE

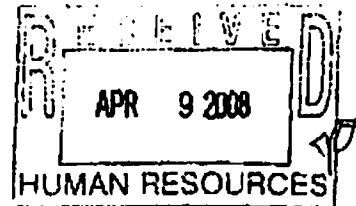
BUDGET PROCEDURES COMPLETED YES NO

4. _____
COMMISSIONERS COURT APPROVAL DATE

COUNTY *of* HIDALGO



SYLVIA S. HANDY
County Commissioner, Pct. 1
1902 Joe Stephens Ave.
Weslaco, TX 78596
(956) 968-8733



April 8, 2008

Ms. Esther Cortez
Human Resources Director
100 E. Cano
Edinburg, Texas 78540

Dear Ms. Cortez:

Please allow this letter to serve as a request to reclassify Parks/Sanitation Director, position 121-013-001, to Parks Director. Currently duties of the sanitation department have been assigned to another employee.

If you need additional information, please feel free to call my office.

Thank you,

Mary Ybarra
Human Resources Coordinator, Pct. 1

Attachments (past and current job description)

APPROVED BY
CIVIL SERVICE COMMISSION

ON APR 17 2008
[Signature]



New Proposed Title

HIDALGO COUNTY PARKS

Job Title:	Parks Director	FLSA Status:	Non-Exempt
Department:	121	Civil Service Status:	Non-Exempt

SUMMARY

Plans and administers the county Parks, including construction, maintenance, and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans for future services and budgetary needs of the Parks.
- Manages Parks personnel, equipment, facilities and finances assigned to the Parks Section.
- Evaluates the services and employees of the Park.
- Coordinates Parks meetings with citizen interest group activities.
- Manages permanent records associated with Parks operations.
- Inventories and accounts for Parks keys, equipment and supplies.
- Recommends Parks policy to Department Heads and provides reports as requested.
- Establishes Parks policy to Department Heads and provides reports as requested.
- Establishes Parks operations procedures.
- Develops and administers Precinct 1 Parks master plan.
- Provides information for acquiring park grant.
- Performs other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

- Is responsible for the overall direction, coordination, and evaluation of this section.
- Carries out supervisory responsibilities in accordance with County policies and applicable laws.
- Responsibilities include interviewing, hiring and training of employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

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 functions.

EDUCATION and/or EXPERIENCE

- At least 60 semester hours from an accredited college or university in Park Administration or related field, plus three (3) years of park management experience; or
- Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Motor Vehicle Operator's license.

OTHER SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to present information to top management personnel.
- Ability to calculate figures and amounts such as proportions and percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- In addition to the Parks Manager duties and attached, the position also calls for the managerial, administrative, and the assigned operators.
- Responsibilities will include, but are not limited to, assigning the personnel, scheduling of hours and overall Parks Operations and other accounting duties.

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 that permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions that 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 safety regulations.

Old Title

HIDALGO COUNTY PARKS

Job Title:	Parks/Sanitation Director	FLSA Status:	Non-Exempt
Department:	121	Civil Service Status:	Non-Exempt

SUMMARY

Plans and administers the county Parks and Citizen's Collection Station, including construction, maintenance, and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans for future services and budgetary needs of the Parks and Citizen's Collection Station Section.
- Manages Parks and Citizen's Collection Stations personnel, equipment, facilities and finances assigned to the Parks Section.
- Evaluates the services and employees of the Park and Citizens' Collection Stations Section.
- Coordinates Parks and Citizens' Collections Station meetings and other citizen interest group activities.
- Manages permanent records associated with Parks and Citizens' Collection Stations operations.
- Inventories and accounts for Parks keys, equipment and supplies.
- Recommends Parks and Citizen's Collection Stations policy to Department Heads and provides reports as requested.
- Establishes Parks and Citizen's Collection Stations policy to Department Heads and provides reports as requested.
- Establishes Parks and Citizens' Collection Stations operations procedures.
- Develops and administers County Parks and Citizens' Collection Stations master plan.
- Works with officials of other government entities to establish inter-local agreements for Parks and Citizen's Collection Station.
- Provides information for acquiring park grant.
- Performs other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

- Manages a total of 14 employees between the Parks and Citizens' Collection Stations section.
- Is responsible for the overall direction, coordination, and evaluation of this section.
- Carries out supervisory responsibilities in accordance with County policies and applicable laws.
- Responsibilities include interviewing, hiring and training of employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

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 functions.

EDUCATION and/or EXPERIENCE

- At least 60 semesters hours from an accredited college or university in Park Administration or related field, plus three (3) years of park management experience; or
- Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Motor Vehicle Operator's license.

OTHER SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to present information to top management personnel.
- Ability to calculate figures and amounts such as proportions and percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- In addition to the Parks Manager duties and attached, the position also calls for the managerial, administration, and supervision of the Citizens' Collection Stations (Solid Waste Transfer Station) and the assigned operators.
- The Director will be responsible and will oversee the manned Citizens' Collection Stations throughout Precinct 1.
- Responsibilities will include, but are not limited to, assigning the personnel, scheduling of hours, scheduling of transfer truck drivers, maintaining facilities in accordance with TNRCC sanitary condition requirements and the administration of budget contractual agreements and other accounting duties.

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 that permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments and conditions that 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 safety regulations.