



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 1/6/09

To: Esther Cortez, Human Resources
Director

From: Valde Guerra
Commissioner Court Executive Officer

Attached, please find 1 original set (s) of an H.R. related agenda item that requires H.R. review and approval. Please return original document with corresponding signature of approval.

AI: 13179
C.C. Date: 1/6/09
Dept: Pct. I R & B

Note: Personnel adjustment forms must be reviewed and signed by an authorized HR representative and returned to Budget & Management Dept. by 11:00 am on Friday's for inclusion on the following weeks Commissioners' Agenda.

Human Resources Dept:

Received By: _____

Title: _____

Date: _____

Time: _____

AI-13179

14.D.

Pct. 1 - Creation of 3 positions

CC REGULAR

Date: 01/06/2009
Submitted By: Dina Trevino, BUDGET & MANAGEMENT
Submitted For: Raul Silguero
Department: BUDGET & MANAGEMENT
Agenda Category: Budget and Management

Information

CAPTION

Pct. 1 - R&B:

1. Approval to create the following new positions:
 - (1) Call Center Manager position, slot #81 and set salary at \$55,000.00.
 - (1) Personnel Manager positions, slot #82 and set salary at \$65,000.00.
 - (1) Field Operations Director, slot #83 and set salary at \$65,000.00.
2. Approval of revised salary schedule

BACKGROUND

Fiscal Impact

Attachments

- Link: [Fiscal Note](#)
 Link: [revised salary schedule](#)

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Budget & Management (Originator)	Dina Trevino	12/31/2008 04:27 PM	APRV
2	Erika Reyna		12/31/2008 04:57 PM	PEND
Form Started By: Dina Trevino			Started On: 12/31/2008 04:08 PM	
Final Approval Date: 12/31/2008				



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

PRECINCT 1
CURRENT POSITION TITLE:

DATE:

DECEMBER 31, 2008
CURRENT SLOT. #:

REQUESTED POSITION TITLE:

(For new positions or reclassifications) CALL CENTER MANAGER (NEW POSITION NUMBER WILL BE 121-005-079)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 55,000.00 \$ _____
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 _____

POSITION Types:

Full Time Employee Object 113 Part Time Employee Object 114 _____
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.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

TO BETTER SERVE AND SATISFY OUR CONSTITUENTS WITHOUT COMPROMISING THE POSITIVE
CULTURE AND CLIMATE SET BY OUR ADMINISTRATIVE TEAM. IN ORDER TO ACHIEVE THIS GOAL,
OUR OFFICE IS IN NEED OF A NEW CALL CENTER MANAGER POSITION.

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

THIS NEW POSITION WILL SERVE AS A LIAISON BETWEEN THE VARIOUS DEPARTMENTS AND
CONSTITUENTS OF PRECINCT 1!

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

THIS POSITION WILL REQUIRE AN INDIVIDUAL THAT HAS STRONG LEADERSHIP, COMMUNICATION,
PROBLEM SOLVING AND NETWORKING SKILLS.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Shylina D. Islandy my 12/31/08
DEPARTMENT HEAD DATE

2. Kim DeLeon 01/06/2009
HUMAN RESOURCES DIRECTOR DATE

3. Kim DeLeon
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____
COMMITTEE/COMMITTEE APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET YES NO

PERSONNEL PROCEDURES COMPLETED YES NO

BUDGET PROCEDURES COMPLETED YES NO

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

SETS POLICIES FOR HIRING AND OVERSEES ADHERENCE TO EEOC AND AFFIRMATIVE ACTION PROGRAMS AND DIVERSITY GOALS SET BY THE COUNTY.

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

THIS NEW POSITION WILL ALSO KEEP ABREAST OF LEGISLATION AFFECTING HUMAN RESOURCES.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. *Chylia D. Handy*
DEPARTMENT HEAD

12/21/08
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. *Paula Ortega*
HUMAN RESOURCES DIRECTOR

01/06/2009
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. *Paula Ortega*
DEPARTMENT OF BUDGET & MANAGEMENT

01/06/2009
DATE

BUDGET PROCEDURES COMPLETED

YES NO

4. _____
COMMISSIONERS COURT APPROVAL

DATE



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

PRECINCT 1
CURRENT POSITION TITLE:

DATE:

DECEMBER 31, 2008
CURRENT SLOT #:

REQUESTED POSITION TITLE: **FIELDS OPERATIONS DIRECTOR (NEW POSITION NUMBER WILL BE 005-081)**
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ _____ \$ 65,000.00 \$ _____
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 _____

POSITION Type:

Full Time Employee Part Time Employee _____
Object 113 Object 114 Enter hourly rate for temp. positions

Full Time Temporary Part Time Temporary \$ _____
Object 121 Object 122 Hourly Rate * 2,088 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

THIS IS A CONFIDENTIAL POSITION WHICH REQUIRES DECISION MAKING AND COUNTY POLICY IMPLEMENTATION. WILL SUPERVISE THE DAILY ACTIVITIES OF COUNTY WORK CREWS INVOLVED IN ALL PHASES OF OPERATION WITH THE PRECINCT.

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

THIS NEW POSITION IS A SUPERVISORY POSITION IN WHICH THE EMPLOYEE, WITH APPROVAL
OF THE COUNTY COMMISSIONER, MAY ACT ON HER BEHALF.

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

N/A

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

N/A

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

THE EMPLOYEE MUST DEMONSTRATE ON-GOING COMPETENCE IN BEING ABLE TO DELEGATE
RESPONSIBILITY AS WELL AS INSTRUCT AND TRAIN EMPLOYEES.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Thylia D. Standy

1. DEPARTMENT HEAD

12/31/08
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES NO

2. HUMAN RESOURCES DIRECTOR

Chloe Perry

01/06/2009
DATE

PERSONNEL PROCEDURES COMPLETED

YES NO

3. UNDERSTANDING OF BUDGET & MANAGEMENT

BUDGET PROCEDURES COMPLETED

YES NO

4. COMMISSIONER'S COURT APPROVAL

DATE

Hidalgo County Budget Office
FISCAL NOTE

*Fiscal notes are prepared by the Budget Office to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: Commissioner' Court
From: Raul Silguero, Jr., Budget Officer
CC Date: Tuesday, January 06, 2009

Agenda Item: 13179

Summary of request/proposal:

Pct. 1 R & B (P/U Rd) is requesting approval to create the following new positions: 1 Call Center Manager, slot 81 @ \$55,000.00/year; 1 Personnel Manager, slot 82 @ \$65,000.00/ year and 1 Field Operations Director, slot 83 @ \$65,000.00/ year

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Adjustment/ Salary Requested
1201	Call Center Manager	0081	113	0.00	55,000.00	55,000.00
1201	Personnel Manager	0082	113	0.00	65,000.00	65,000.00
1201	Field Operations Director	0083	113	0.00	65,000.00	65,000.00
						185,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
8-1201-431-00-121-005-0-113	Pct. 1 P/U Rd. Perm. F/T Employees	185,000.00
8-1201-431-00-121-005-0-211	Pct. 1 P/U Rd. Health Insurance	12,492.00
8-1201-431-00-121-005-0-212	Pct. 1 P/U Rd. Life Insurance	99.00
8-1201-431-00-121-005-0-220	Pct. 1 P/U Rd. Fica	14,152.50
8-1201-431-00-121-005-0-230	Pct. 1 P/U Rd. Retirement	16,243.00
8-1201-431-00-121-005-0-250	Pct. 1 P/U Rd. Unemployment Comp.	925.00
8-1201-431-00-121-005-0-260	Pct. 1 P/U Rd. Workers Comp.	1,110.00
	Current Requested Salary	
	2008 Budgetary Impact	230,021.50

2009 Budgetary Impact: 230,021.50

Possible Funding Sources: R & B funds

Budget Office Recommendation:

**HIDALGO COUNTY
COMMISSIONER COURT
2009 SALARY SCHEDULE**

1201-431-00-121-005-0

AI - 13179

PCT. 1 P/U RD

Slot #	Obj Code	POSITION TITLE	2008 BUDGETED SALARY	2009 ADJUSTED SALARY	2009 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2009 BUDGETED SALARY APPROVED	2009 ACTUAL SALARY	Other Allowances					2009 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet 116	Supplem 117	Auto A 118	Clothing 119	
1	113	CHIEF ADMINISTRATOR	80,340.00	0.00	80,340.00	0.05	4,017.00	0.00	84,357.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	113	BUDGET MANAGER	67,600.00	0.00	67,600.00	0.05	3,380.00	0.00	70,980.00	0.00	540.00	0.00	0.00	0.00	0.00	540.00
3	113	HR COORD	60,320.00	0.00	60,320.00	0.05	3,016.00	0.00	63,336.00	0.00	1,140.00	0.00	0.00	0.00	0.00	1,140.00
4	113	ADMINISTRATIVE ASSISTANT	56,731.00	0.00	56,731.00	0.05	2,836.55	0.00	59,568.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	113	R.O.W. DIRECTOR	47,731.00	0.00	47,731.00	0.05	2,386.55	0.00	50,118.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	113	INVENTORY COOR	46,800.00	0.00	46,800.00	0.05	2,340.00	0.00	49,140.00	0.00	1,140.00	0.00	0.00	0.00	0.00	1,140.00
7	113	ACCOUNTANT	46,800.00	0.00	46,800.00	0.05	2,340.00	0.00	49,140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	113	COORDINATOR	42,385.00	0.00	42,385.00	0.05	2,119.25	0.00	44,504.00	0.00	360.00	0.00	0.00	0.00	0.00	360.00
10	113	SAFETY DIRECTOR	40,676.00	0.00	40,676.00	0.05	2,033.80	0.00	42,710.00	0.00	480.00	0.00	0.00	0.00	0.00	480.00
11	113	ASST FIELD/OP DIR	37,681.00	0.00	37,681.00	0.05	1,884.05	0.00	39,565.00	0.00	420.00	0.00	0.00	0.00	0.00	420.00
12	113	SPECIAL PROJ COORD	37,450.00	0.00	37,450.00	0.05	1,872.50	0.00	39,322.00	0.00	540.00	0.00	0.00	0.00	0.00	540.00
13	113	PAVING SUPVSR	36,284.00	0.00	36,284.00	0.05	1,814.20	0.00	38,098.00	0.00	960.00	0.00	0.00	0.00	0.00	960.00
14	113	SAFETY COORDIN	36,284.00	0.00	36,284.00	0.05	1,814.20	0.00	38,098.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	113	MAINTENANCE III	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	1,140.00	0.00	0.00	0.00	0.00	1,140.00
19	113	TRCK DRIVER I	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	113	HEAVY EQUIPMENT OPERATOR III	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	780.00	0.00	0.00	0.00	0.00	780.00
21	113	MAINTENANCE III	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	113	HEAVY EQUIPMENT OPERATOR I	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	360.00	0.00	0.00	0.00	0.00	360.00
23	113	Maintenance III	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	113	MAINTENANCE II	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	540.00	0.00	0.00	0.00	0.00	540.00
25	113	MAINTENANCE III	32,540.00	0.00	32,540.00	0.05	1,627.00	0.00	34,167.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	113	GRANTS SPECIALIST	32,321.00	0.00	32,321.00	0.05	1,616.05	0.00	33,937.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	113	TRF CTRL SPC I	32,018.00	0.00	32,018.00	0.05	1,601.00	0.00	33,619.00	0.00	660.00	0.00	0.00	0.00	0.00	660.00
29	113	MECHANIC II	31,027.00	0.00	31,027.00	0.05	1,551.35	0.00	32,578.00	0.00	360.00	0.00	0.00	0.00	0.00	360.00
30	113	HEAVY EQ OP II	30,258.00	0.00	30,258.00	0.05	1,512.90	0.00	31,771.00	0.00	1,320.00	0.00	0.00	0.00	0.00	1,320.00

**HIDALGO COUNTY
COMMISSIONER COURT
2009 SALARY SCHEDULE**

1201-431-00-121-005-0

AI - 13179

PCT. 1 P/U RD

74	113	TIRE REPAIR/MAINTENANCE	22,000.00	0.00	22,000.00	0.05	1,100.00	900.00	24,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
75	113	RESEARCH & DEVELOPMENT COORDINATOR	42,000.00	0.00	42,000.00	0.05	2,100.00	0.00	44,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	113	CONTRACTS MANAGER	42,000.00	0.00	42,000.00	0.05	2,100.00	0.00	44,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
77	113	MECHANIC III	37,440.00	0.00	37,440.00	0.05	1,872.00	0.00	39,312.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
78	113	DIESEL MECHANIC	0.00	0.00	40,000.00	0.05	2,000.00	0.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	113	GENERAL FOREMAN	0.00	50,000.00	50,000.00	0	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80	113	MATERIAL MANAGEMENT MANAGER	0.00	40,000.00	40,000.00	0	0.00	0.00	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
81	113	CALL CENTER MANAGER	0.00	55,000.00	55,000.00	0	0.00	0.00	55,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	113	PERSONNEL MANAGER	0.00	65,000.00	65,000.00	0	0.00	0.00	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
83	113	FIELD OPERATIONS DIRECTOR	0.00	65,000.00	65,000.00	0	0.00	0.00	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			1,910,580.00	275,000.00	2,225,580.00		97,529.10	18,657.55	2,156,766.00	0.00						16,200.00

Creation of new Center Manager (slot 81), Personnel Manager (slot 82), and Field Operations Director (slot 83) pending CC approval.

NEW PROPOSED POSITION: SLOT NO. 81, 82, & 83

**HIDALGO COUNTY
ROAD AND BRIDGE**

Job Title: Call Center Manager

FLSA: Non-Exempt

Department: 121

Civil Service Status: Non-Exempt

SUMMARY

One of the main goals of the Hidalgo County Precinct 1 Office is to satisfy our constituents without compromising the positive culture and climate set by our administrative team. This position requires strong leadership, communication, problem-solving and networking skills.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Maintain the highest level of professionalism at all times.**
- **Address constituents' concerns regarding brush, livestock, road, alleys and easements via telephone, office walk-in visits, and/or trips to colonias and road sites.**
- **Receive and address all culvert pipe calls and work orders**
- **Be aware of the Hidalgo County standards as they relate to road ways and the manner to adopt roads for the county.**
- **Be aware of the process that is necessary to assist the constituents in naming roads and also be able to identify and determine county roads, state roads and non-dedicated county roads.**
- **Be able to draft petitions to meet county standards to adopt roads for the purpose of 911 calls, or for the purpose of registering roads for the county**
- **Be able to identify the various drain ditches**
- **Be able to train staff**

EDUCATION

- **High School Diploma or General Education Degree (GED);**
- **Minimum of four (4) years in public administration or government experience;**

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;**

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 talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over (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 is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition 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;**
- **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;

ROAD AND BRIDGE

JOB TITLE: Personnel Manager

FLSA: NON-EXEMPT

DEPARTMENT: 121

CIVIL SERVICE STATUS : NON-EXEMPT

JOB SUMMARY:

To manage a human resources department, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Responsibilities include development and administration of personnel rules and regulations, pay and job classification structure, and programs for employee training, safety, health, and morale.

ESSENTIAL FUNCTIONS:

1. Sets policies for hiring and oversees adherence to EEOC and affirmative action programs and diversity goals set by the corporation.
2. Establishes policies that seek to increase retention rates and foster employee job satisfaction and high morale.
3. Approves terminations, and exercises care that reasons are well documented and are not arbitrary or discriminatory.
4. Oversees maintenance of accurate and complete personnel records. Ensures that rules concerning confidentiality and retention are followed.
5. Keeps abreast of legislation affecting human resources; trains management and monitors company policies to ensure compliance.
6. Oversees preparation of job descriptions and compensation programs. Seeks incentive programs that encourage excellent performance and increase retention rates.
7. Reviews benefits and tries to maximize job satisfaction while keeping the cost of the benefits package under control.
8. Works with top management to set long-term staffing goals and strategies.
9. Oversees training and safety programs in context of compliance with government regulation.
10. Makes regular reports to chief operating officer.

QUALIFICATIONS:

1. A bachelor's (preferably a master's) degree in business administration or related field.
2. Over five years of experience in human resources with increasing supervisory responsibilities.
3. Thorough knowledge of laws affecting human resources administration.

4. **Demonstrated management and organizational skills.**
5. **Excellent interpersonal and communication skills.**

**HIDALGO COUNTY
ROAD & BRIDGE
PAVED/UNPAVED**

Job Title:	Field Operations Director	FLSA Status:	Exempt
Department:	121	Civil Service Status:	Exempt

SUMMARY

This is a highly confidential position which requires decision making and county policy implementation. The Director of Operations supervises the daily activities of county work crews, including Road and Bridge, Sanitation, and Parks, involved in all phases of operation within the precinct. This is a supervisory position in which the Director of Operations, with approval of the county commissioner, may act on her behalf. The incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

The Director of Operations is appointed by the County Commissioner.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelors Degree in Public Administration, Business Administration or Engineering Degree.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License, Class C;
- Must be able to be insured by the County's insurance carrier.

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 talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over fifty (50) 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. While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and hazardous materials. Employee is frequently exposed to solar radiation when carrying out essential duties.

The noise level in the work environment is usually moderate to loud.

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 decision and using good judgment
- demonstrating intellectual capabilities

Effectively handle work environments 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 departments' safety regulations.