



Letter of Transmittal
HIDALGO COUNTY
DEPARTMENT OF BUDGET AND MANAGEMENT

Date: 1 1/9/09

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: 13278

C.C. Date: 1-13-09

Dept: Pct. 1 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: _____



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER:

PRECINCT 1 / 121
CURRENT POSITION TITLE:

GENERAL FOREMAN

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

DATE:

JANUARY 8, 2008
CURRENT SLOT #: 005- 079

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other INCREASE SALARY

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

POSITION SALARY REQUEST:

Salary Amount: \$ 50,000.00 Current Budgeted Salary \$ 58,000.00 Proposed Budgeted Salary \$ 8,000.00 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 Object 113 Part Time Employee Object 114
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
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:	Exempt	<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 POSITION REQUIRES A HIGHLY SKILLED INDIVIDUAL, IN WHICH WOULD BE KNOWLEDGABLE
IN ESTIMATING EQUIPMENT, PERSONNEL AND MATERIALS NEEDED FOR PAVING AND OTHER
PROJECTS WITHIN THE PRECINCT. WILL ALSO NEED TO INSURE THAT PROJECTS AND ASSIGNMENTS
ARE MEETING DEADLINES.

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)

N/A

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

N/A

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

THIS POSITION WILL ALSO WORK CLOSELY WITH THE DIRECTOR OF OPERATIONS TO FOLLOW UP ON CITIZENS COMPLAINTS AND MAKING SURE WORK ORDERS ARE COMPLETED ON A TIMELY MANNER.

HUMAN RESOURCES: Qualification and Salary Recommendation

BUDGET & MANAGEMENT: Qualification and Salary Recommendation

1.	<u>Chylia A. Standring</u>	<u>1/08/09</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u>[Signature]</u>	<u>1/09/09</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u>[Signature]</u>	<u>1/09/09</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

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

Job Title: General Foreman	FLSA Status: Non-Exempt
Dept No: 121	Civil Service Status: Exempt

SUMMARY:

Supervises the daily activities of county work crews involved in road and bridge construction, mowing, road sign maintenance, paving, and patching.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assigns, monitors, and evaluates daily the work of all field crews under supervision to ensure that proper policies and procedures are being followed; that work and safety standards are being maintained and that schedules are being met.
- Closely supervises that the beginning of each project assigned and ensures that each crew member has a clear understanding of his or her long range assignment on the project and the project deadlines.
- Trains new employees in their duties and in equipment operation as needed.
- Follows up on calls and complaints from citizens.
- Ability to operate all county vehicles/machinery for set operations.
- Surveys roads for potential hazards and oversees responses to those problems.
- May maintain time records for all crew members supervised and submit necessary information for payroll and leave purposes.
- Carries out policies and applicable laws.
- Responsibilities include interviewing, hiring and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
- Regular attendance is a must.
- Get along with co-workers.

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;

EDUCATION and/or EXPERIENCE

- High School Diploma or general education degree (GED).
- Bilingual preferred.
- Four years of experience in construction and repair of roads, bridges, and drainage structures at least one year of which involved supervision; or
- Any equivalent combination of experience and training which provides the required knowledge, skills, and ability.

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

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Knowledge of effective supervisory principles and practices.
- Thorough knowledge of the methods, practices, equipment, and materials used in the construction, and maintenance of roadways and/or bridges.
- Ability to communicate effectively, especially orally, with persons of varying educational backgrounds.
- Ability to maintain complete and accurate records.
- Ability to operate a variety of equipment in road work.
- Ability to perform strenuous work outdoors.
- Ability to establish and maintain effective working relationships with other county employees and the general public.

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 (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;

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 departments' safety regulations



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME / NUMBER

PRECINCT 1

DATE

1/08/2009

CURRENT POSITION TITLE

Personnel Manager
(For new positions or reclassifications)

CURRENT SLOT #:

Human Resources Manager

005-0082

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other CORRECT TITLE

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

POSITION SALARY REQUEST:

Salary Amount:
 \$ 65,000.00
 \$ -0-
 \$ -0-

 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 Object 113

 Part Time Employee Object 114

 Full Time Temporary Object 121

 Part Time Temporary Object 122
- Enter hourly rate for temp. positions
 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: Exempt	<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 THE PRECINCT PERSONNEL BY MANAGING , OVERSEEING ADMINISTRATION OF
HIRING, RETENTION, TERMINATION, PERSONNEL RECORDS, LEGAL COMPLIANCE AND LONG-TERM
STAFFING STRATEGIES.

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 POSITION WILL ALSO KEEP ABREAST OF LEGISLATION AFFECTING HUMAN RESOURCES.

Correction of title only. Salary Remains the same.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. <u>Richard Standley</u> DEPARTMENT HEAD	<u>1/08/09</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2. <u>[Signature]</u> HUMAN RESOURCES DIRECTOR	<u>1/09/09</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>1/09/09</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4. _____ COMMISSIONERS COURT APPROVAL	_____ DATE		

Human Resources Manager

DEPARTMENT: PRECINCT 1

R & B (Y/URD)

FLSA STATUS: NON-EXEMPT

DEPARTMENT NO: 121

CIVIL SERVICE STATUS : NON-EXEMPT

ESSENTIAL FUNCTIONS:

1. Under the direction of the Assistant to the President, develops and administers various human resources plans and procedures for all company personnel.
2. Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems with Assistant to the President, and recommends necessary changes.
3. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors performance evaluation program and revises as necessary.
4. Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program, and cash flow for said program.
5. Develops and maintains affirmative action program, files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career pathing program, employee relations counseling, outplacement counseling, and exit interviewing; writes and places advertisements.
7. Participates in administrative staff meetings and attends other meetings, such as seminars
8. Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.

ADDITIONAL RESPONSIBILITIES:

1. Establishes and maintains department records and reports
2. Maintains company organization charts and employee directory.
3. Performs other incidental and related duties as required and assigned.

EDUCATION AND EXPERIENCE:

Equivalent to appropriate four-year college program.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

JOB PREREQUISITES:

Three (3) to four (4) years' personnel experience. Strong verbal and written communication skills. Good organizational skills. Familiarity with applicable state and federal regulations. Personal leadership skills.

INDEPENDENT ACTION:

Responsible for centerwide human resources planning and development. Unusual personnel problems, decisions involving a high dollar impact referred to supervisor.

SUPERVISORY RESPONSIBILITY:

Provides functional guidance for administrative support needs.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

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