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HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title: Personnel Manager	FLSA Status: Exempt
Dept. Code: 340	Civil Service Status: Non-Exempt

SUMMARY:

Responsible for administration of all Human Resource activity. Work involves compiling and tabulating data and maintaining personnel records in compliance with established procedures. Communicates with public as necessary. Performs functions under the direction of the Director.

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:

- o Maintains time & leave accounting system verifies daily absence reports, leave requests and compensatory time request. Maintains leave records, reviews and corrects time sheet prior to submission to the County Auditors/Payroll Office.
- o Responsible for processing- in new employees and termination of employees. Maintains all department personnel files.
- o Assists in processing salary, labor, and travel claims. Distributes payroll and travel checks to employees.
- o Responsible for all incident reports for Workman's Compensation Claims (WCC) and maintains the WCC file.
- o Responsible for all personnel requests to the County Personnel Office, assists with setting up interviews, and serves on interview panels.
- o Will assist divisional directors in complaining with County and Civil Service procedures regarding each or their assigned staff.
- o Responsible to assist the Health Department's CFO in grant and budgetary information regarding departments employees.
- o Will assist in the maintenance and reviewing staffing outcomes as required by the DSHS accountable systems.
- o Responsible for all Health & Human Services personnel administration to include an additional 32 employees merged from Human Services.
- o Responsible for computerized time clock/payroll activity.
- o Assists the CFO in the maintenance of budgetary activity.
- o Conducts personnel productivity analysis.
- o Assists with other duties as assigned (mailrun, switchboard).

EDUCATION AND EXPERIENCE:

- o High School Graduate or GED plus 8 years of on the job experience in Health Department Administration.
- o 1 year of technical school may be substituted for 2 years of required experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

OTHER SKILLS AND ABILITIES:

- o Ability to communicate effectively orally and in writing.
- o Computer data entry skills.

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- Knowledge of basic Arithmetic
- Secretarial skills
- Maybe be required to work other than normal or scheduled hours including weekends and holidays.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 25 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

IMMUNIZATION/TB SCREENING REQUIREMENTS:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

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
- frequent standing, bending and reaching
- 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 safety regulations.

Revised 04/01

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HIDALGO COUNTY HEALTH ADMINISTRATION DEPARTMENT

Job Title:	Personnel Officer	FLSA Status:	Non-Exempt <u>Exempt</u>
Dept. Code:	340	Civil Service Status:	Non-Exempt

SUMMARY:

Performs a variety of routine moderately complex typing and clerical tasks such as posting absence reports, salaries and payroll. Work also involves compiling and tabulating data and opening and maintaining personnel records for conformance with established procedures. Communicates with public as necessary. Performs functions under the direction of the Director.

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:

- o Maintains time & leave accounting system verifies daily absence reports, leave requests and compensatory time request. Maintains leave records, reviews and corrects time sheet prior to submission to the County Auditors/Payroll Office.
- o Responsible for processing- in new employees and termination of employees. Maintains all department personnel files.
- o Assists in processing salary, labor, and travel claims. Distributes payroll and travel checks to employees.
- o Responsible for all incident reports for Workman's Compensation Claims (WCC) and maintains the WCC file.
- o Responsible for all personnel requests to the County Personnel Office, assists with setting up interviews, and serves on interview panels.
- o Will assist divisional directors in complaining with County and Civil Service procedures regarding each or their assigned staff.
- o Responsible to assist the Health Department's CFO in grant and budgetary information regarding departments employees.
- o Will assist in the maintenance and reviewing staffing outcomes as required by the DSHS accountable systems.
- o Assists with other duties as assigned (mailrun, switchboard and yearly budgets).
- o Other duties as assigned.

EDUCATION AND EXPERIENCE:

- o High School Graduate or GED plus 3 years of on the job experience in Health Department Administration.
- o 1 year of technical school may be substituted for 2 years of required experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

OTHER SKILLS AND ABILITIES:

- o Ability to communicate effectively orally and in writing.
- o Computer data entry skills.
- o Knowledge of basic Arithmetic
- o Secretarial skills

- Maybe be required to work other than normal or scheduled hours including weekends and holidays.

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