

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

①

Job Title: Human Resources Coordinator **FLSA Status:** Non-Exempt

Dept No: 121-124 **Civil Service Status:** Exempt

SUMMARY:

This is a responsible, managerial, professional, and administrative work in developing and directing the diverse programs, activities, and staff of Hidalgo County and Precinct One, both directly and through subordinate managers and supervisors. The individual will oversee the department's labor relations, employment and benefits, employee assistance, classification and compensation, organizational development and training, and occupational accommodations. This work is characterized by considerable judgment and discretion in planning, coordinating, and implementing human resource programs. Work is performed under the general direction of the Hidalgo County Commissioner, Precinct One, and within Hidalgo County Civil Service Policy parameters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, manage, coordinate, integrate, and evaluate diverse Human Resource Department Programs, functions, and services. Direct operating units engaged in the development, negotiation, and administration of labor agreements; the recruitment, screening, selection, and orientation of Precinct employees and the administration of specified benefits; provision of professional assistance to employees and family members for related wellness and personal issues; consultation and training related to organizational development and quality initiative efforts.
- Provide for Human Resource Program development, relevant policies, and their implementation consistent with organizational objectives and governing federal, state, and local laws (and ordinances).
- Establish and monitor performance objectives and prioritizes the department's work plan and resources.
- Provide direction, leadership, information, and recommendations to staff on diverse programs, projects, and improvements to services/procedures. Facilitate the accomplishment of multi-faceted and diverse departmental assignments. Perform related management functions in the areas of personnel, affirmative action, labor relations, etc.
- Provide high-level professional expertise and consultation to managers and staff in the analysis and resolution of complex human resource issues, and the formulation of responsive long-term strategies.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resource system in the department that meets top management information needs, including Civil Service documentation, employee profiles, evaluation and performance records, and other pertinent personnel information.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

- Writes and delivers presentations to departmental employees regarding human resources policies and practices.
- Provide expertise and consultation to staff members, the department head and committees.
- Perform related work as required.

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

- Bachelors degree from an accredited university in Human Resource Management, Industrial Relations, Public Administration, or a related field or at least five years of responsible managerial experience in directing comparable integrated Human Resource Department programs and activities to include labor relations, employment, organizational development and training, and compensation and benefits. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

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

- Thorough knowledge of the theories, principles, and practices of Human Resource management, including labor relations, recruitment, and selection, organizational development and training, compensation, affirmative action, worker's compensation, safety, benefits, etc.
- Ability to effectively manage the programs, functions, activities, and staff of a Human Resource Department.
- Ability to establish and implement strategies and programs for meeting departmental objectives.
- Ability to provide high-level expertise on a wide variety of human resource issues.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain effective working relationships.

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

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

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.