

## HIDALGO COUNTY

### Department of Budget & Management

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Job Title: Risk Management Specialist

FLSA Status: Non-Exempt

Dept No: 115

Civil Service Status: Non- Exempt

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#### **GENERAL JOB DESCRIPTION:**

Under the direction of the Employee Benefits Division Director or other assigned supervisor, assists in workers' compensation claims accident/incident investigations and in the preparation of accident/incident reports for the Workers' Compensation Program. Work involves receiving workers' comp. claim reports and assisting in the investigation of each accident/incident. Investigations involve interviewing the claimant, witnesses, and other individuals, as well as studying the incident location to determine root cause or causes. Compiles pertinent data from the investigation and prepares detailed reports. Reviews and analyzes accident/incident reports to assist in the development of trend information for identifying problem areas. The specialist assists in the development of corrective action recommendations to prevent future accidents. The incumbent works under general supervision, with moderate latitude for the use of initiative and independent judgment.

#### **EXAMPLES OF WORK PERFORMED:**

1. Investigates or assists assigned investigators on in-house accident/incident investigations;
2. Travels to accident/incident location to interview claimants, witnesses, and others;
3. Secure witnesses and injured workers statements;
4. Study and inspect the incident location to determine contributing factors to accidents/incidents;
5. Analyze the accident/incident to determine what events could have been removed or altered to prevent the accident/incident;
6. Prepares reports on workers comp related accidents, damages or loss claims;
7. Reviews files, reports, and accident/incident data to determine trends and to assist in the development of corrective action recommendations;
8. Performs other related duties as assigned.

## **GENERAL QUALIFICATIONS GUIDELINES:**

### **EDUCATION and/or EXPERIENCE:**

1. Baccalaureate degree (4 year degree) from an accredited college or university, with major course work in business management, public administration, or other business related field.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Valid and current Class "C" Texas driver's license, with the ability to be insured by the Hidalgo County insurance carrier.

### **OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of federal, state, and local safety regulations.
2. Knowledge of accident prevention principles, practices, and procedures.
3. Ability to communicate clearly and effectively, both verbally and in writing,
4. Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, PowerPoint, and Access.
5. English and Spanish usage, spelling, grammar, and punctuation.

### **PHYSICAL DEMANDS:**

Physical demands include occasional lifting/carrying up to fifty (50) pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Incumbent is subject to sitting, standing, reaching, and walking, twisting and kneeling to perform the essential functions. Working conditions are inside an office environment with regular visits to outdoor sites.

### **WORK ENVIRONMENT:**

The noise level of the work environment is usually moderate. The work environment is normally lit and usually will not expose the worker to high levels. The work environment is travel each

day to both office and road sites. Incumbent must occasionally work evening, weekend, or holiday hours. Applicant may be required to pass a physical examination.

### **SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

1. Sitting for extended periods of time;
2. Standing for extended periods of time
3. Traveling from job site to job site
4. Operating assigned equipment.

Maintain mental capacity, which permits:

1. Making sound decisions and using good judgment;
2. Handling financial affairs effectively and honestly;
3. Maintaining confidentiality;
4. Demonstrating intellectual capabilities;

Effectively handle a work environment and conditions, which involve:

1. Working closely with others;
2. 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:**

Employees are required to follow all County and departments safety regulations.

**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

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

Agenda Item: 19726

To: Commissioner' Court  
 From: Raul Silguero Jr., Budget Officer  
 CC Date: Tuesday, February 02, 2010

**Summary of request/proposal:**

**DBM- Workers' Comp Division is requesting approval to delete one (1) regular full-time Risk Management Specialist position, slot no. 0014, budgeted salary and supplemental pay at \$38,850.00 and \$4,200.00 respectively.**

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
2202	<b>RISK MANAGEMENT SPECIALIST</b>	0014	113	38,850.00	0.00	(38,850.00)
		0014	117	4,200.00	0.00	(4,200.00)
				<b>43,050.00</b>	<b>0.00</b>	<b>(43,050.00)</b>

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-2202-419-50-115-065-0- 113	DBM WORKERS COMP - REG F/T EMPLOYEES	(\$34,235.63)
0-2202-419-50-115-065-0- 117	DBM WORKERS COMP - SUPPLEMENTAL PAY	(\$3,701.15)
0-2202-419-50-115-065-0- 211	DBM WORKERS COMP - HEALTH INSURANCE	(\$3,669.43)
0-2202-419-50-115-065-0- 212	DBM WORKERS COMP - LIFE INSURANCE	(\$23.79)
0-2202-419-50-115-065-0- 220	DBM WORKERS COMP - FICA	(\$2,902.16)
0-2202-419-50-115-065-0- 230	DBM WORKERS COMP - RETIREMENT	(\$3,611.58)
0-2202-419-50-115-065-0- 250	DBM WORKERS COMP - UNEMPLOYMENT COMP	(\$189.68)
0-2202-419-50-115-065-0- 260	DBM WORKERS COMP - WORKER'S COMP	\$0.00
	<b>2010 Budgetary Impact</b>	<b>(\$48,333.42)</b>

**2011 Budgetary Impact: (\$46,644.65)**

**Possible Funding Sources: Within Fund 2202 Budget**

**Budget Office Recommendation:**


**HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE**

**AI - 19726**

**0-2202-419-50-115-065-0-**

**DBM Workers Comp**

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances				2010 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0008	113	CLAIMS INVESTIGATOR II	46,045.65	0.00	0.00	0	0.00	0.00	46,045.65	46,046.00	360.00	0.00	0.00	0.00	0.00	46,406.00
0009	113	W/C SPECIALIST II	38,220.00	4,664.00	42,884.00	0	0.00	0.00	42,884.00	42,884.00	840.00	0.00	0.00	0.00	0.00	43,724.00
0010	113	W/C CLERK II	33,092.85	0.00	0.00	0	0.00	0.00	33,092.85	33,093.00	360.00	0.00	0.00	0.00	0.00	33,453.00
0011	113	W/C CLERK II	33,092.85	0.00	0.00	0	0.00	0.00	33,092.85	33,093.00	540.00	0.00	0.00	0.00	0.00	33,633.00
		DELETE THE FOLLOWING POSITION: ↓														
0014	113	RISK MANAGEMENT SPECIALIST	189,301.35	4,664.00	42,884.00	0	0.00	0.00	193,965.35	193,966.00	2,100.00	0.00	4,200.00	0.00	0.00	200,266.00
									38,850.00	38,850.00	0.00	0.00	4,200.00	0.00	0.00	43,050.00

**Approval to delete one (1) regular full-time Risk Management Specialist position, slot no. 0014, budgeted salary and supplemental pay at \$38,850.00 and \$4,200.00 respectively.**

## HUMAN RESOURCES SPECIALIST III

**GRADE: 10**

### **GENERAL DESCRIPTION**

Performs complex (journey-level) human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Coordinates the recruitment of applicants and makes recommendations for selection

Coordinates human resources activities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares and maintains various human resources correspondence and reports

Provides advice and assistance on classification, recruitment, retention, compensation, benefits, leave provisions, employee relations, and salary administration matters

Counsels' staff on issues, rules, and regulations related to human resources management

Makes recommendations for changes to the Classification Plan, including additions, deletions, new classes, title changes, and reallocations

Conducts audits of human resources activities to ensure compliance with policies and procedures

Conducts workforce analyses and executes workforce plans and recruitment and retention strategies

Communicates and disseminates human resources policies and procedures

Assists in planning, developing, revising, and implementing human resources policies and procedures

May train others

May supervise the work of others

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### **Experience and Education**

Three (3) Years of Experience in human resources management work. Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### **Certificates, Licenses, Registrations**

- Must have a current valid Texas Motor Vehicle Operator's License.
- Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of job evaluation methods; and of federal, state, and local laws, statutes, and regulations

Skill in conducting interviews

Ability to evaluate applicant qualifications, to analyze job requirements, to prepare and revise job descriptions, and to explain policies and procedures to staff and the public, to train others, and to supervise the work of others

### **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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **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
- standing 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

**Hidalgo County**  
**Department of Budget & Management**  
**FISCAL NOTE**

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

Agenda Item: 19726

To: Commissioner' Court  
 From: Raul Silguero Jr., Budget Officer  
 CC Date: Tuesday, February 02, 2010

**Summary of request/proposal:**

**HR Dept. is requesting approval to create one (1) regular full-time Human Resource Specialist III position, slot no. 0011, and set salary and supplemental pay at \$38,850.00 and \$4,200.00 respectively; and approval to transfer (lateral transfer) employee no. 166499 (from DBM - Workers' Comp.) to slot no. 0011, effective next full pay period (02/15/10).**

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	HUMAN RESOURCE SPECIALIST III	0011	113	0.00	38,850.00	38,850.00
		0011	117	0.00	4,200.00	4,200.00
				0.00	43,050.00	43,050.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
0-1100-415-50-190-002-0- 113	HUMAN RESOURCES - REG F/T EMPLOYEES	\$34,235.63
0-1100-415-50-190-002-0- 117	HUMAN RESOURCES - SUPPLEMENTAL PAY	\$3,701.15
0-1100-415-50-190-002-0- 211	HUMAN RESOURCES - HEALTH INSURANCE	\$3,669.43
0-1100-415-50-190-002-0- 212	HUMAN RESOURCES - LIFE INSURANCE	\$23.79
0-1100-415-50-190-002-0- 220	HUMAN RESOURCES - FICA	\$2,902.16
0-1100-415-50-190-002-0- 230	HUMAN RESOURCES - RETIREMENT	\$3,611.58
0-1100-415-50-190-002-0- 250	HUMAN RESOURCES - UNEMPLOYMENT COMP	\$189.68
0-1100-415-50-190-002-0- 260	HUMAN RESOURCES - WORKER'S COMP	\$0.00
	<b>2010 Budgetary Impact</b>	<b>\$48,333.42</b>

**2011 Budgetary Impact: \$55,058.89**

**Possible Funding Sources: Co. Wide Contingency**

**Budget Office Recommendation:**


**HIDALGO COUNTY  
COMMISSIONER COURT  
2010 SALARY SCHEDULE**

0-1100-415-50-190-002-0

**HUMAN RESOURCES**

**AI - 19726**

Slot #	Obj Code	POSITION TITLE	2009 BUDGETED SALARY	2010 ADJUSTED SALARY	2010 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2010 BUDGETED SALARY APPROVED	2010 ACTUAL SALARY	Other Allowances				2010 ACTUAL TOTAL COMPENSATION	
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118		Clothing 119
0001	112	HUMAN RESOURCES DIRECTOR/CIVIL	85,504.00	0.00	0.00	0	0.00	8,000.00	93,504.00	93,504.00	900.00	0.00	0.00	0.00	0.00	94,404.00
0002	113	CHIEF ADMINISTRATOR	57,750.00	0.00	0.00	0	0.00	0.00	57,750.00	57,750.00	840.00	0.00	0.00	3,500.00	0.00	62,090.00
0003	113	EXECUTIVE ASSISTANT	49,140.00	0.00	0.00	0	0.00	0.00	49,140.00	49,140.00	360.00	0.00	0.00	0.00	0.00	49,500.00
0004	113	SPECIAL PROJECTS COORDINATOR	39,940.00	0.00	0.00	0	0.00	0.00	39,940.00	39,940.00	0.00	0.00	0.00	0.00	0.00	0.00
0005	113	HUMAN RESOURCES SPECIALIST II	38,220.00	0.00	0.00	0	0.00	0.00	38,220.00	38,220.00	360.00	0.00	0.00	0.00	0.00	38,580.00
0006	113	HUMAN RESOURCES SPECIALIST	32,760.00	0.00	0.00	0	0.00	0.00	32,760.00	32,760.00	0.00	0.00	0.00	0.00	0.00	32,760.00
0007	113	HUMAN RESOURCES SPECIALIST	28,000.00	0.00	0.00	0	0.00	0.00	28,000.00	28,000.00	0.00	0.00	0.00	0.00	0.00	28,000.00
0008	113	ADMINISTRATIVE AIDE	24,392.00	0.00	0.00	0	0.00	0.00	24,392.00	24,392.00	0.00	0.00	0.00	0.00	0.00	24,392.00
0009	113	ADMINISTRATIVE AIDE	24,392.00	0.00	0.00	0	0.00	0.00	24,392.00	24,392.00	0.00	0.00	0.00	0.00	0.00	20,640.00
0010	113	ADMINISTRATIVE AIDE I	22,000.00	0.00	0.00	0	0.00	0.00	22,000.00	20,640.00	0.00	0.00	0.00	0.00	0.00	20,640.00
		PROPOSED POSITION: ↓														
0011	113	HUMAN RESOURCE SPECIALIST III	0.00	38,850.00	38,850.00	0	0.00	0.00	38,880.00	0.00	0.00	0.00	4,200.00	0.00	0.00	0.00
			402,098.00	38,850.00	38,850.00		0.00	8,000.00	448,978.00	365,046.00	2,460.00	0.00	4,200.00	3,500.00	0.00	371,006.00

Approval to create one (1) regular full-time Human Resource Specialist III position, slot no. 0011, and set salary and supplemental pay at \$38,850.00 and \$4,200.00 respectively; and approval to transfer (lateral transfer) employee no. 166499 (from DBM - Workers' Comp.) to slot no. 0011, effective next full pay period (02/15/10).

DATE: February 1, 2010

DEPARTMENT HEAD: Raul Silguero, Jr.

2010

Transfer



DEPARTMENT NAME: Dept. of Budget & Mgmt for Human Resources

ACCOUNT NUMBER: 0-1100-415-X0-1XX-00X-0-XXX

CONTACT PERSON: Sylvia V. Solis PHONE: (956) 292-7025 Ext. 5423

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
<b>FROM</b>		
0-1100-415-00-115-002-0- 899	CO WIDE ADM - CONTINGENCY	(48,333.42)
<b>TO</b>		
0-1100-415-50-190-002-0- 113	HUMAN RESOURCES - REG F/T EMPLOYEES	34,235.63
0-1100-415-50-190-002-0- 117	HUMAN RESOURCES - SUPPLEMENTAL PAY	3,701.15
0-1100-415-50-190-002-0- 211	HUMAN RESOURCES - HEALTH INSURANCE	3,669.43
0-1100-415-50-190-002-0- 212	HUMAN RESOURCES - LIFE INSURANCE	23.79
0-1100-415-50-190-002-0- 220	HUMAN RESOURCES - FICA	2,902.16
0-1100-415-50-190-002-0- 230	HUMAN RESOURCES - RETIREMENT	3,611.58
0-1100-415-50-190-002-0- 250	HUMAN RESOURCES - UNEMPLOYMENT COMP	189.68
<b>TOTAL BUDGET INCREASE (DECREASE)</b>		<b>0.00</b>

REASON:

**Interdepartmental transfer to fund the salary, supplemental pay, and related fringe benefits for Risk Management Specialist position, slot no. 0014.**

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK