

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

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Job Title:	Chief Operations Manager	FLSA Status:	Exempt
Department:	121	Civil Service Status:	Exempt

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**SUMMARY**

This is a highly confidential position which requires decision making and county policy implementation. Provides administrative and organizational support to the County Commissioner including researching data and producing reports on various precinct concerns/activities. Acts in the capacity of a community relations/government affairs liaison, coordinating activities and reports, addressing community relations concerns, receiving inquires from constituents, government and public/ private agencies; and representing the Commissioner at public functions as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Set policies for hiring and oversees adherence to EEOC and affirmative action programs and diversity goals set by the county.
- Approves terminations, and exercises care that reasons are well documented and are not arbitrary or discrimination.
- Oversees maintenance of accurate and complete personnel records.
- Ensures that rules concerning confidentiality and retention are followed.
- Keeps abreast of legislation affecting human resources; trains management and monitors company policies to ensure compliance.
- Oversees preparation of job descriptions and compensation programs. Seeks incentive programs that encourage excellent performance and increase retention rates.
- Reviews benefits and tries to maximize job satisfaction while keeping the cost of the benefits package under control.
- Works with top management to set long-term staffing goals and strategies.
- Oversees training and safety programs in context of compliance with government regulations.
- Makes regular reports to Chief Administrator & Commissioner.
- Contribute to team effort by performing other related duties as assigned.
- Conducts special research and/or analysis activities related to the Precincts community and economic development programs.
- Employee will manage the CIP budget.
- Employee will implement and manage financial planning schedule for special projects.
- Takes statements from injured employees for Workers' Compensation and maintains/updates all Workers' Compensation claims.

- May be required to assist in the safety program and insure all rules and regulations are being met in accordance to safety standards.
- May act as initial point of contact for constituents.
- Regular attendance is a must.
- Must work well with others.

### **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.

### **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 to 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 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. 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
- 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

## **Hidalgo County Road & Bridge Paved/Unpaved**

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Job Title:	Administrative Assistant	FLSA Status:	Non-Exempt
Department:	121	Civil Service Status:	Non-Exempt

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### **SUMMARY**

This is a highly confidential position which requires decision making and county policy implementation. Provides administrative and organizational support to the County Commissioner including researching data and producing reports on various precinct concerns/activities. May receive inquires from constituents, government and public/private agencies and may represent the Commissioners at public functions as directed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Monitors progress on projects within the precinct as directed by the commissioner.
- Coordinates with other elected and appointed officials on a local, county, state and national level on precinct matters as directed by the commissioner.
- May make presentations to the public. Requires good communication skills.
- May provide technical assistance to precinct rural communities, citizen groups, and non-profit organizations in developing plans, projects and programs to improve the delivery and availability of services within the precinct.
- May assist in implementing policies and procedures.
- May assist Commissioner and administrator in preparing the precinct budget and monitors expenditures against budget as directed.
- Reports issues and concerns to commissioner and acts upon/follows up as directed.
- May act as initial point of contact for constituents, external agencies and persons seeking appointment to boards/commissions.
- Monitors government, agency and news media reports for items of importance to county and precinct level.
- Regular attendance is a must.
- Ability to work well with others.
- May be asked to attend some meetings, seminars, etc., possibly to take notes or furnish information.
- Contribute to team effort by performing other related duties as assigned
- Conducts special research and/or analysis activities related to the Precincts community and economic development programs.
- Establishes and maintains effective working relationships with local business owners. May prepare work schedule materials related hereto, and see that all legal requirements are met.
- Supports in research for preparing and presenting reports and/or requested to the Chief Administrator & Chief Operations Manager (i.e. Safety Program, Safety Rules and Regulations, Required Safety meetings Updated on Precinct incidents).

- May be responsible for following up on action of the Chief Administrator/Chief Operations to ensure that decisions are implemented, contracts are prepared and appropriate parties are notified.
- Acts as initial point of contact for the Chief Administrator/Chief Operations Manager and provides assistance to constituents, external agencies and persons requesting information.

### **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 functions.

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

- High school diploma or GED;
- Minimum of two (2) years of administrative and supervisory experience or two (2) years of college.

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

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

### **OTHER SKILLS AND ABILITIES**

- Knowledge of effective supervisory principles and practices.
- Knowledge of purchasing and of hazards and safety precautions.
- Ability to maintain complete and accurate records.
- Ability to read, analyze and interpret general business periodicals, technical procedures, or government regulations.
- Ability to write reports, service orders and procedure guidelines.
- Ability to calculate figures and amounts such as simple addition, subtraction, multiplication and division in all units of measure.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

### **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 ENVIROMENT**

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 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.

## **HIDALGO COUNTY PERSONNEL DEPARTMENTAL**

Job Title: Human Resource Coordinator

FLSA Status: Non-Exempt

Department Code: 121

Civil Service Status: Non-Exempt

### **SUMMARY:**

This is responsible managerial, professional and administrative work in developing and directing the diverse programs, activities, and staff of Hidalgo County, 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 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 administrator 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 functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelors degree from an accredited university in Human resource Management, Industrial Relations, Public Administration or a relates 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's, skills and abilities necessary to perform the duties of this position will also be considered.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS**

- Must possess a valid Texas Driver'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 demand described her 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 sit and use hands to finger, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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 disability to perform the essential functions.

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
- 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.

## **LANGUAGE SKILLS:**

Bilingual preferred.

## HIDALGO COUNTY PRECINCT #1

**Job Title:** Laborer – Drainage/Construction

**FLSA:** Non-Exempt

**Dept No:** 121

**Civil Service:** Non-Exempt

### ***SUMMARY:***

Employee will perform basic clean up and maintenance of Hidalgo County.

### ***ESSENTIAL DUTIES and RESPONSIBILITIES:***

- Perform maintenance duties as directed.
- Trimming; mowing grass and brush along drain ditch and guard rails.
- Mending fences.
- Central burning, installing drain pipes.
- Upkeep yard at shop.
- To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

### ***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 GED preferred.
- Bilingual preferred.

### ***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:***

- Must be able to work extended hours during emergency circumstances; related to weather conditions.
- Will be exposed to environmental elements/weather while working.
- Must be able to sustain 6-7 hours of continuous work requiring sitting for long periods of time.
- Being able to endure tractor motion, exposure to noise, dust and dirt and working in high places.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

**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 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.

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.
- 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's safety regulations.