

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Human Resources

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE  OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Human Resources Specialist I

NEW POSITION OR REPLACEMENT FOR: Nelda Guerra EMPLOYEE NO

DEPT NO 190 POSITION/SLOT NO 007

ADVERTISED SALARY: \$27,276.00 OTHER COMPENSATION: COMPENSATION TYPE:

SPECIAL REQUIREMENTS: See attached job description

WORK LOCATION / HOURS: 208 West Cano, Edinburg  
8:00 am - 5:00 pm Monday thru Friday

CONTACT PERSON: Esther A. Cortez / Sylvia Rios EXTENSION / PHONE NO: 318-2660

*Esther A. Cortez*  
Department Head or Elected Official

*2/13/2013*  
Date

FUNDS AVAILABLE: YES  NO DATE OF FUND AVAILABILITY:

BUDGETED SALARY, GRADE & STEP: \$ 29,078.00

BUDGETED OTHER ALLOWANCES:

*Sylvia Rios 02.12.13*  
APPROVED HR CHIEF OF STAFF / DATE  
*Designee*

*Esther A. Cortez*  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES NO. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

# **HUMAN RESOURCES SPECIALIST I**

**GRADE: 06**

## **GENERAL DESCRIPTION**

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Coordinates the administrative processing of newly hired and terminating employees

Coordinates the administration and scoring of employment tests

Reviews, processes, and recommends human resources actions, ensuring conformity with agency, state, and federal regulations

Studies staffing needs and problems, recommending action as appropriate

Interviews applicants, evaluates their qualifications, and refers those qualified to the proper hiring authorities

Assists in the planning, development, and implementation of human resources policies and procedures

May analyze organizational methods, evaluate jobs, and prepare and revise job descriptions

May prepare and conduct new employee orientation

May counsel employees on medical insurance or workers' compensation matters and process the related paperwork

May process employee grievances and their resolution

May train others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One (1) Year 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. Two (2) years of experience may be substituted for one (1) year of education.

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

Knowledge of the principles and practices of human resources management

Skill in conducting interviews

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

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Human Resources

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE       OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Administrative Assistant III

NEW POSITION OR REPLACEMENT FOR: \_\_\_\_\_ EMPLOYEE NO \_\_\_\_\_

DEPT NO 190 POSITION/SLOT NO 012

ADVERTISED SALARY: \$31,815.00 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: See attached job description

WORK LOCATION / HOURS: 208 West Cano, Edinburg  
8:00 am - 5:00 pm Monday thru Friday

CONTACT PERSON: Esther A. Cortez/ EXTENSION / PHONE NO: 318-2660  
Sylvia Rios

*Esther A. Cortez* \_\_\_\_\_  
Department Head or Elected Official Date

FUNDS AVAILABLE: YES  NO \_\_\_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \$32,769.00

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

*Sylvia Rios 02.19.13*  
APPROVED HR CHIEF OF STAFF / DATE  
*Designee*

APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

Commissioner's Court Signature / Date

Closing Date

## **ADMINISTRATIVE ASSISTANT III**

**GRADE: 08**

### **GENERAL DESCRIPTION**

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of experience in administrative support work. Graduation from a junior college with an Associate's degree in administrative support preferred. Two (2) years of experience maybe substituted for one (1) year of education.

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

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness; to interpret rules, regulations, policies, and procedures; to communicate effectively, 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
- 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