

HUMAN RESOURCES DEPARTMENT REQUISITION FORM



FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

FROM (NAME OF DEPARTMENT): Information Technology

ANNOUNCE VACANCY USING (check one box)

INTERNAL ANNOUNCEMENT PROCEDURE  OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE Application Developer IV

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

DEPT NO 200 POSITION/SLOT NO 39

ADVERTISED SALARY: 57K-67,803 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_  
Depending on Experience.

SPECIAL REQUIREMENTS: See job description

WORK LOCATION / HOURS: 100 E. Cano 4th Floor Edinburg, TX  
Mon - Fri 8-5

CONTACT PERSON: Audrey / Kenaw EXTENSION / PHONE NO: 6007 / 6011

[Signature] Department Head or Elected Official 3/28/13 Date

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

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

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

APPROVED HR CHIEF OF STAFF / DATE

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

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

## **APPLICATION DEVELOPER IV**

### **GENERAL DESCRIPTION**

Performs senior level software development with a focus on the utilization of standard patterns, practices, and frameworks. Work involves analyzing, designing, programming and developing web and form based applications. Oversees all aspects of the county databases. Ensures proper security measures are implemented in county software. Works under limited supervision with extensive latitude for the use of initiative and independent judgment. Requires high percentage of remote and after hours work to properly maintain county systems and databases when users are not online. Employee may supervise others and may train others.

### **EXAMPLES OF WORK PERFORMED**

Coordinates system development tasks to include design, integration, and formal testing

Designs, codes, and debugs applications in various software languages

Performs software analysis and identifies code metrics, system risks and software reliability

Oversees all transitions into production

Develops and completes actions in system specifications, technical and logistical requirements and other disciplines

Designs, codes and distributes complex reports and statistical analysis

Designs and maintains county databases

Manage security risks to county software and infrastructure

Performs software modeling and simulation

Manages and documents system configurations

Prepares recommendations on software and hardware programs

Troubleshoot performance issues and provide necessary improvements

Formalize development standards, coding standards, create and maintain best practices

Develops, implements, and maintains the department's policies and procedures regarding security and disaster recovery to ensure data and systems are secure

Develops test plans for system changes

Automates systems software

Performs related work as assigned

Must have the technical ability to work remotely and after hours

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of nine (9) years of experience in system development, software engineering, or related field required. At least seven (7) years developing large-scale enterprise level applications. Expert level of knowledge in ASP.NET, ASP.NET MVC and C#. Proficiency in SQL Server (2005/2008/2012). Proficiency with Oracle Databases. Strong knowledge of design patterns. Strong knowledge of security (risks and threats, authentication, authorization, certificates, encryption). Strong knowledge of Payroll, HR, Budget and Time and Attendance business needs and software. Graduation from an accredited four-year college or university with major course work in Computer Science, Computer Information Systems or related field preferred. Two (2) years of experience may be substituted for one (1) year of education.

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

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

Knowledge of the practices, principles, and techniques of computer operation; of information systems; of computer software and hardware; of information security policies and procedures; of local and wide area networks; and of the management of information systems

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, to troubleshoot and repair equipment, to communicate effectively, and to assign and/or supervise the work of others

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 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

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FROM (NAME OF DEPARTMENT): Information Technology

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POSITION TITLE / GRADE Technical Specialist

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

DEPT NO 200 POSITION/SLOT NO 40

ADVERTISED SALARY: \$27k-37k OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_  
Depending on Experience

SPECIAL REQUIREMENTS: See job description

WORK LOCATION / HOURS: 100 E. Cano 4th Floor Edinburg, TX  
Mon-Fri 8-5pm

CONTACT PERSON: Audrey/Kenaw EXTENSION / PHONE NO: 6007 / 6011

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## **TECHNICAL SPECIALIST I**

**GRADE: 10**

### **GENERAL DESCRIPTION**

Individual is tasked with the overall responsibility of one or more information technology drive projects. This position will be responsible for all facets of the assigned project.

### **EXAMPLES OF WORK PERFORMED**

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets.

Perform data analysis of required project specifications and related project data.

Map out project objectives, timelines and resource projections.

Create and maintain documentation of all phases of the project.

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project.

Knowledge of and or exercise of proper safety procedures are required.

Some evening and weekend work may be required.

Performs such other duties as may be assigned.

Regular attendance is a must.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Bachelors Degree in Information Technology or related field. Must have at least three (3) years experience in the information technology field. Proven experience with technology project management is a must. Previous supervisory responsibilities are a must. Experience in technology procurement and other IT certifications are preferred. Knowledge of industry standard computer hardware and software preferred;

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

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from

obvious standards) of data, people or things.

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc.

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to speak to people with poise, voice control and confidence.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables.

Requires the ability to deal with people beyond giving and receiving instructions.

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

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