

## **HIDALGO COUNTY CIVIL SERVICE**

### **CIVIL SERVICE LIAISON**

#### **GENERAL DESCRIPTION**

The Civil Service Liaison performs a variety of detailed and specialized duties in compliance with Local Government Code- Title 5 Chapter 158. This position requires considerable interaction with County employees, departments, boards and commissions, and other governmental jurisdictions. The position also requires the use of independent judgment in the application of Human Resource Management principles and application of the Civil Service rules within the mandate of Government Code- Title 5 Chapter 158. The Liaison serves under the Executive Office and is appointed by the Civil Service Commission to provide staff support for the day to day functions of the Commission. On behalf of Hidalgo County and the Civil Service Commission, the Liaison will coordinate all activities such as the preparing, recording and maintaining of the agenda and related minutes of the Commission meetings.

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

Reviews and distributes the announcement and selection processes for all Civil Service positions as well as the advertisement and recruitment plan and development of application materials based on the Civil Service Commission recommendations.

Coordinates and attends all Civil Service Commission hearings/ meetings; Records and creates minutes, coordinates the distribution of the agenda and minutes and maintains files of hearings/ meetings and any other pertinent department files; posts agendas and notices in accordance with the Open Meetings Law of the State of Texas; Will be required to learn to utilize various types of electronic and/or manual recording and information systems.

Screens correspondence regarding requests for initial and appeal hearings and ensures rules, regulations, and procedures have been met or are in compliance with County policy, state federal laws and local labor laws before making recommendation to committee; Assists with Personnel Action forms and supporting documents and ensures that case files are complete and ready for submittal to the Civil Service Commission for use in hearings.

Assists with developing updates to the Civil Service Rules, policies, procedures, tasks and workflows.

Develops/ maintains informative, statistical, or other personnel management reports for the use of the Civil Service Commission.

Coordinates complex technical functions relative to the Civil Service Commission meetings and Public Hearings; May oversee and perform work involved in administering the functions of special projects regarding personnel matters.

Assists with/ reviews the scoring criteria for hiring of positions covered under the Civil Service Commission rules in a manner to meet each County department's hiring needs.

Assists with budget expenditures within budget allocations in compliance with County policy, laws and regulations.

Assists personnel officers in resolving problems relating to the processing of adverse personnel forms such as disciplinary actions forms; May advise County Officials and other administrative personnel of technical aspects and consequences of certain noncomplex personnel actions.

Answers multi line telephone; takes and disseminates messages for the Commission members. Answers questions on inquiries made by employees, management and the general public.

Prepares memos, letters, requests for legal opinions, subpoenas and reports using Microsoft Office and various other office data software programs.

Prepares information packets in response to inquiries (Open Records Requests) from the general public in accordance with the Open Records Act and County policies & procedures.

Schedules court reporter for Civil Service meetings when necessary. Reconciles billing from court reporting services.

May assist with revision, development, and updating of the Hidalgo County job specifications and standards in accordance with local, state and federal government regulations.

Gathers, analyzes, and performs research involved in affirmative action and equal employment opportunity projects; May work closely with executives and supervisory personnel on such special projects.

Interprets and disseminates accurate and up-to-date information regarding leaves, separations, suspensions, seniorities, salary increases, laws, regulations, policies and other matters of record to Civil Service covered employees, personnel officers, department heads/ elected officials; Conducts training sessions as needed for the Hidalgo County Human Resources Department personnel and personnel officers in each department on Civil Service procedures and matters.

Works independently within the confines of County Policy, Civil Service Rules, and state & federal laws.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from an accredited (4) four year college or university with major course work in Public Administration or Human Resources Management.

Three (3) years of experience in related field.

Three (3) years of experience in work involving the processing and coordination of complex technical/ clerical functions.

Two (2) years of experience may substitute for (1) one year of education.

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

Certification in Civil Service Rules and Regulations preferred.

Must have a current valid Texas motor vehicle operator's license.

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

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

Knowledge of Civil Service Rules and other established regulations, policies, and processes/ procedures of the Hidalgo County Human Resources Department and Civil Service system.

Knowledge of federal, state, and local laws, rules and regulations governing personnel administration including applicable EEOC regulations and the Americans with Disabilities Act.

Knowledge of filing systems, statistical procedures, and business and office equipment and machines and their advantages and limitations.

Ability to organize assigned clerical work and analyze problems which arise therein.

Ability in handling and prioritizing multiple tasks and ability develop effective work methods.

Ability to read, analyze and interpret data and write reports and other necessary correspondences, pamphlets; including knowledge using MS Office and other related programs.

Skill in handling conflict, hostile and/ or multiple environments.

Excellent oral and written communication skills.

Experience with public speaking and working with general public and varied levels of management.

Proficiency in bilingual skills (Spanish and English) with ability to converse fluently in both languages.

**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 stand, walk, talk and hear. The employee frequently is required to sit; use hands to find, handle or feel objects, tools or controls; reach with hands and arms; stoop, and kneel.

The employee must occasionally lift and/or move up to twenty (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 low to 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

