

# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PARKS, PCT. 1 121-013      DATE: 12/17/201413  
 CURRENT POSITION TITLE: CLERK/RECEPTIONIST      CURRENT SLOT #: 0007  
 REQUESTED POSITION TITLE: ACCOUNTS PAYABLE CLERK

**REQUEST FOR:**

New Position   
  Temporary Position   
 Position Reclassification\*   
 Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 29,150.00      \$ 32,150.00      \$ 3,000.00  
 Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget   
 Annual Budget Cycle   
 Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113   
 Part Time Employee Object 114   
 \_\_\_\_\_  
 Enter hourly rate for temp. positions

Full Time Employee Object 121   
 Part Time Temporary Object 122   
 \$ \_\_\_\_\_  
 Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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**CIVIL SERVICE:**  
 Exempt          **FLSA:**      Exempt      
 Non-Exempt          Non-Exempt      
 N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Reclassification of this position is necessary to meet the Precinct's departmental need. The job content, job responsibilities and level of knowledge for this position are consistent with the position title requested. Therefore, an adjustment of salary is essential in order to continue the efficiency of the operation.

**NEW POSITION:** Brief job description and attach a copy of the new job description.



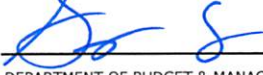
SEE ATTACHED JOB DESCRIPTION

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	12-17-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/19/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2014 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date		

# HIDALGO COUNTY

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<b>Job Title: Accounts Payable Clerk</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Dept No: 121</b>	<b>Civil Service Status:</b>	<b>Non-Exempt</b>

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## **SUMMARY:**

Responsible for the Precincts' budget, processing of requisitions, obtaining purchase orders, reviewing and processing invoices, maintaining proper ledgers and must familiarize with Hidalgo County Purchasing policies. Good communication skills are a must. Applicant will be working closely with the Hidalgo County Purchasing and Auditor's Department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepares and verifies purchase order for payment of bills.
- Posts receipt and/or disbursements to appropriate ledger(s), journals, and/or reports that insures that accounts balance.
- Prepares reports at regular intervals reflecting disbursements and/or receipts by category and/or projects.
- Gathers financial and statistical data and prepares reports of program activities.
- Responds to inquiries about the department or division, especially related to financial transactions, from persons visiting the office, calling on the telephone or writing to request information.
- Enters financial and other data on computer terminal and balances source data to computer printouts.
- Undertakes special accounting projects and prepares special reports as assigned.
- Creates and maintains necessary manual and computerized files and filing systems.
- Depending upon the department or division to which assigned, performs and combination of the following duties: secures documents, money and checks and may be responsible for securing office and setting alarms, verifies receipts and/or cash register tapes to checks and cash received, identifies errors and makes necessary corrections.
- Prepares, maintains and verifies records and reports for mileage, fuel usage or takes messages, or serves as back-up for receptionist.
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock.
- Compiles budgetary estimates and allotments and prepares budget worksheet on receipts and expenditures.
- Performs such other duties as may be assigned.
- Regular Attendance is a must; Ability to work well with others.

## **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; including or supplemented by Bookkeeping or Accounting courses; plus five (5) years clerical and/or secretarial experience, at least three (3) years of which involved Bookkeeping or Accounting; or
- Any equivalent combination of experience and training which provides the required knowledge skills and abilities.

## **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**

- Ability or demonstrated ability to learn to operate a computer, calculator, cash, register, facsimile and telephone.
- Good knowledge of generally accepted accounting principles relating to single or double entry accounting systems and financial reports.
- Ability to work quickly and accurately with numbers and maintain neat, well organized records.
- Ability to operate a 10-key calculator by touch.
- Ability to exercise judgment regarding release of confidential information.
- Ability to use standard work processing, data inquiry and spreadsheet programs.
- Ability to establish and maintain effective working relationships with other county employees, officials and the general public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram forms.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must have the ability to operate personal computer and other office equipment.
- Must be knowledgeable in computer accounting.
- 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 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 departments' safety regulations;



# COUNTY OF HIDALGO

## Human Resources Department

### JOB AUDIT FORM

- (i) This Job Audit Form is used to gather information about the duties, responsibilities, and qualifications needed for jobs performed by all County Employees. The information provided in this form is the basis for the job audit to determine that the classification of titles and pay grades reflect the position responsibilities accordingly. It is recommended that this form be completed by both the supervisor and the employee collaboratively and is essential for the success of this process.
- (ii) In responding to the questions, it is important to be as accurate and thorough as possible when addressing the position.
- (iii) This questionnaire is being used for a wide variety of positions with the County of Hidalgo and some questions will be more applicable to certain types of jobs. If you feel a question is not relevant to the position responsibilities, enter NOT APPLICABLE.

#### Supervisors wanting to Audit a New Position or Existing Position:

If this request is for a reclassification requesting a title and grade change, complete all sections of this form and submit to the Human Resources Department to obtain required approvals.

If this is a request for a reclassification for a position not currently part of the Inventory list, complete all sections of this form and submit to the Human Resources Department assigning new title, job reclassification and new pay grade if applicable.

Employee Name: ANTHONY WEBBER

Department: (121-013)

Slot: 0007

Current Job Title/Grade: Clerk/Receptionist Proposed Job Title/Grade: Accts. Payable Clerk/ Salary Increase

Immediate Supervisor: DAVID RODRIGUEZ

Date: 12/19/14

**1. Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the primary function of the position. State briefly the scope of the job duties performed.

Responsible for the Precinct's budget, processing of requisitions, obtaining purchase orders, reviewing and processing invoices, maintaining proper ledgers and must familiarize with Hidalgo County Purchasing policies. Good communication skills are a must. Applicant will be working closely with the Hidalgo County Purchasing and Auditor's Department.

**2. Work Performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how  
**Current Duties and Proposed Duties are the same**

- Prepares and verifies purchase order for payment of bills
- Posts receipt and/or disbursements to appropriate ledger(s), journals and/or reports, that insures that accounts balance
- Prepares reports at regular intervals reflecting disbursements and/or receipts by category and/or projects
- Gathers financial and statistical data and prepares reports of program activities
- Responds to inquires about the department or division, especially related to financial transactions, from persons visiting the office, calling in the telephone or writing to request information.
- Enters financial and other data on computer terminal and balances source data to computer printouts
- Undertakes special accounting projects and prepares special reports as assigned
- Creates and maintains necessary manual and computerized files and filing systems
- Depending upon the department or division to which assigned, performs any combination of the following duties: secures documents, money and checks and may be responsible for securing office and setting alarms, verifies receipts and/or cash register tapes to checks and cash received, identifies errors and make necessary corrections.
- Prepares, maintains and verifies records and reports for mileage, fuel usage or other data
- Answers telephone, responds to inquiries, refers caller to appropriate party or take messages, or serves as back-up for receptionist
- May maintain an inventory of supplies and equipment and orders replacements as needed to insure adequate stock
- Compiles budgetary estimates and allotments and prepares budget worksheet on receipts and expenditures
- Performs such other duties as may be assigned

- Regular attendance is a must
- Ability to work well with others

**3. Work Contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.

**4. Decision-Making** Indicate level of capacity allowed under County policies, procedures and practices. Provide example of typical problems you must resolve and describe the judgment that is required.

**5. Supervisory responsibility:** Extent to which position controls, directs, or is accountable for work of others

<u>Supervision Capacity:</u>	<u>Name and titles of employees supervised</u>	<u>Type of Supervision (Close, General, Direct)</u>
Recommend for hiring	_____	_____
Final hiring decision	_____	_____
Determine training needs	_____	_____
Plan and assign work	_____	_____
Reclassification/pay increase	_____	_____
Evaluate performance/conduct	_____	_____
Handle grievances/complaints	_____	_____
Initiate disciplinary actions	_____	_____
Recommend termination	_____	_____
Final termination decision	_____	_____
Other (Please explain)	_____	_____

**6. Physical Effort:** Amount of physical effort required to perform the job

___ Operates no tools, machines or equipment No significant lifting required				Position while working % of total time	
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time. %				Frequency in position	
Tools	0			Walking	0
Equipment	0			Standing	0
Machinery	0			Lifting	0
Materials Weight	0			Climbing	0
				Pulling	0
				Pushing	0
				Cramped or confined spaces	0
				Sitting	95
				Other	_____
<b>Work Conditions:</b> The degree of exposure to work conditions such as dirt, heat, fumes, etc					
<b>Surroundings</b>	<b>% of time</b>	<b>Surroundings</b>	<b>% of time</b>		
Dirt	0	Noise	0		
Heat	0	Vibration	0		
Fumes	0	Grease/oil	0		
Smoke	0	Dust/shavings	0		
Water	0	Office environment	0		
Comments: _____					

**7. Education/ Training and Experience Required:**

Minimum academic, commercial and technical qualifications required for performing the full duties of job

Minimum previous experience regarded as essential for a person with the specified educational background sufficient to perform this type of job

**Academic**

X High School Diploma/GED Three years of supervisory experience, and/or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities to perform duties.

- Two year college (Associate's Degree)
- Trade or Technical School (Certificate or diploma)
- Four year college (Bachelor's Degree)
- Graduate (Master's Degree)
- Certification
- Any specific/previous training or skills that can increase competency

**Years of Experience**

(0-1, 1-3, 3-5, 5-more)

Field of Experience 3

This type of job 3

Related experience 3

On-the-job training

Please describe the type and level of experience

**8. Approvals**

**Employee Certification Section**

I certify that the information contained in this job description document is correct and complete

Employee Signature: Ay Wata

Date: 12-19-14

**Supervisor's Comment Section**

If you have asked an employee in the position to complete this document, it is important that you, the supervisor, review the Job Audit Form since you may have a different perspective of this position. For example, an employee may tend to overstate responsibilities. Do not change the employee's description, but provide your comments with reference to the appropriate section in the employee's description. (Attach an additional sheet, if needed)

**I agree with the employee's description:**

- As written
- As modified on the attached sheet
- Advised employee of modifications regarding job description

Employee's Initials A.W.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name and Title (please print)	Telephone #:	Email Address
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## RECLASSIFICATION COMMITTEE REVIEW

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HUMAN RESOURCES DIRECTOR/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

BUDGET & MANAGEMENT/ DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

COUNTY TREASURER'S OFFICE/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: PARKS, PCT. 1 121-013      DATE: 12/17/201413  
CURRENT POSITION TITLE: HEO III      CURRENT SLOT #: 0010  
REQUESTED POSITION TITLE: HEO III

**REQUEST FOR:**

New Position     Temporary Position     Position Reclassification\*     Other SALARY INCREASE

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 27,405.00      \$ 30,324.00      \$ 2,919.00  
Current G&S/ Budgeted Salary      Proposed G&S/ Budgeted Salary      Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113     Part Time Employee Object 114     \_\_\_\_\_  
Enter hourly rate for temp. positions  
Full Time Employee Object 121     Part Time Temporary Object 122     \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

\_\_\_\_\_  
Start Date      End Date      Working Days & Hours      Hours Per Week      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:      FLSA:  
Exempt          Exempt      
Non-Exempt          Non-Exempt      
N/A   

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Employee has been given additional duties for long period of time, therefore; an adjustment of salary is essential in order to maintain an efficient operation of services.

**NEW POSITION:** Brief job description and attach a copy of the new job description.




SEE ATTACHED JOB DESCRIPTION

**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	 DEPARTMENT HEAD	<u>12-17-14</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>12/19/14</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>12/19/2014</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			

## HEAVY EQUIPMENT OPERATOR III

**GRADE: 07**

### **GENERAL DESCRIPTION**

Performs highly advanced and/or supervisory (senior-level) construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. May plan, assign, and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

May assist during emergency situations such as floods, severe weather, and accidents

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

May lead crew at job sites to ensure a safe working environment and provide on-site supervision of crew task performance

May plan, assign, and/or supervise the work of others

Ability to work effectively and cooperatively with other crewmembers

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three (3) years of related experience. Graduation from a high school or equivalent is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; to work effectively with the public; to train others; and plan, assign, and/or supervise the work of others

### **Registration, Certification, and Licensure**

May be required to be licensed in a specialty area

May require a valid Texas driver's license and/or commercial driver's license

### **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



# COUNTY OF HIDALGO

## Human Resources Department

### JOB AUDIT FORM

- (i) This Job Audit Form is used to gather information about the duties, responsibilities, and qualifications needed for jobs performed by all County Employees. The information provided in this form is the basis for the job audit to determine that the classification of titles and pay grades reflect the position responsibilities accordingly. It is recommended that this form be completed by both the supervisor and the employee collaboratively and is essential for the success of this process.
- (ii) In responding to the questions, it is important to be as accurate and thorough as possible when addressing the position.
- (iii) This questionnaire is being used for a wide variety of positions with the County of Hidalgo and some questions will be more applicable to certain types of jobs. If you feel a question is not relevant to the position responsibilities, enter NOT APPLICABLE.

#### Supervisors wanting to Audit a New Position or Existing Position:

If this request is for a reclassification requesting a title and grade change, complete all sections of this form and submit to the Human Resources Department to obtain required approvals.

If this is a request for a reclassification for a position not currently part of the Inventory list, complete all sections of this form and submit to the Human Resources Department assigning new title, job reclassification and new pay grade if applicable.

Employee Name: **ROBERTO RIVERA**

Department: **121-013**

Current Job Title/Grade: **HEO III**

Proposed Job Title/Grade: **SALARY INCREASE**  
**(SEE ATTACHMENT)**

**Slot 10**

Immediate Supervisor: **David Rodriguez**

Date: **12/18/17**

**1. Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the primary function of the position. State briefly the scope of the job duties performed.

Serve as general maintenance for the Precinct. Position may involve minimal instruction or supervision. Skilled manual labor position involved with maintenance of county roads and right-of-way or servicing an operation such as brush collection, road patch work, and drainage clearing. May Perform all kinds of welding, brazing and cutting using gas and electric welding.

**2. Work Performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how.

#### Current Duties:

- Loads material, trash, brush, etc., onto truck and may sometime unload the same.
- Assist in cleaning equipment, hand tools and truck, operate heavy equipment
- May perform minor repairs to the tools, equipment and truck
- Ability to operate and maintain equipment that is used during projects to repair roads, brush pick up or clearing of drainage ditches
- May install culverts and other road repairs
- Cuts high grass or weeds and picks up brush along County right of way
- Maintains shop area clean on daily basis
- May patch County roads
- May be required to operate a welder various metal materials
- May operate shredders

#### Proposed Duties:

**SAME**  
**(SEE ATTACHMENT)**

Attach an additional list of duties on a separate page if needed

**3. Work Contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.

<u>Contacts</u>	<u>Frequency</u>	<u>Purpose of Contact</u>	<u>Means of Contact</u>
Elected Officials	_____	_____	_____
Department Heads	Daily _____	Receive directives for scheduled work	Verbal directives, mobile or portable radios
Other outside Sources	_____	_____	_____
Vendors /Organizations	_____	_____	_____
Peers in other depts.	_____	_____	_____
General Public	_____	_____	_____
Other (specify) _____	_____	_____	_____

**4. Decision-Making:** Indicate level of capacity allowed under County Policies, procedures and practices. Provide example of typical problems you must resolve and describe the judgment that is required.

Requires using appropriate judgment and precautionary safety measures must be used at all times while operating equipment or physically working on paved and unpaved roads, while cutting grass or picking up debris and loading or unloading material, etc.

**5. Supervisory responsibility:** Extent to which position controls, directs, or is accountable for work of others.

<u>Supervision Capacity:</u>	<u>Name and titles of employees supervised:</u>	<u>Type of Supervision (Close, General, Direct)</u>
Recommend for hiring	Not Applicable _____	_____
Final hiring decision	_____	_____
Determine training needs	_____	_____
Plan and assign work	_____	_____
Reclassification/pay increase	_____	_____
Evaluate performance/conduct	_____	_____
Handle grievances/complaints	_____	_____
Initiate disciplinary actions	_____	_____
Recommend termination	_____	_____
Final termination decision	_____	_____
Other (Please explain)	_____	_____

**6. Physical Effort:** Amount of physical effort required to perform the job.

___ Operates no tools, machines or equipment.	Position while working, % of total time	
___ No significant lifting required.		
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time: %	Frequency in position	
Tools _____ %	Walking	65
Equipment _____ %	Standing	75
Machinery _____ %	Lifting	50
Materials Weight _____ %	Climbing	25
	Pulling	25
	Pushing	25
	Cramped or confined spaces	10
<b>Work Conditions:</b> The degree of exposure to work conditions such as dirt, heat, fumes, etc.		

Surroundings	% of time	Surroundings	% of time	Sitting	25
Dirt	75	Noise	50	Other	_____
Heat	90	Vibration	50		
Fumes	0	Grease/oil	50		
Smoke	0	Dust/shavings	50		
Water	25	Office environment	5		

Comments: \_\_\_\_\_

**7. Education/ Training and Experience Required:**

<i>Minimum academic, commercial, and technical qualifications required for performing the full duties of job.</i>	<i>Minimum previous experience regarded as essential for a person with the specified educational background sufficient to perform this type of job.</i>
<p><b>Academic</b></p> <p>x High School Diploma/GED _____</p> <p>_ Two year college (Associate's Degree) _____</p> <p>_ Trade or Technical School (Certificate or diploma) _____</p> <p>_ Four year college (Bachelor's Degree) _____</p> <p>_ Graduate (Master's Degree) _____</p> <p>_ Certification _____</p> <p>_ Any specific/previous training or skills that can increase competency _____</p>	<p><b>Years of Experience</b></p> <p>(0-1, 1-3, 3-5, 5-more)</p> <p>Field of Experience 3-5</p> <p>This type of job _____</p> <p>Related experience _____</p> <p>On-the-job training _____</p> <p>Please describe the type and level of experience.</p> <p>Any equivalent combination of experience and training, which the required knowledge, skills, and abilities to perform duties.</p>

**8. Approvals**

**Employee Certification Section**

I certify that the information contained in this job description document is correct and complete.

Employee Signature: Roberto Rivera Date: 12-18-14

**Supervisor's Comment Section**

If you have asked an employee in the position to complete this document, it is important that you, the supervisor, review the Job Audit Form since you may have a different perspective of this position. For example, an employee may tend to overstate responsibilities. Do not change the employee's description, but provide your comments with reference to the appropriate section in the employee's description. (Attach an additional sheet, if needed)

**I agree with the employee's description:**

- As written
- As modified on the attached sheet
- Advised employee of modifications regarding job description

Employee's Initials R.R

Supervisor's Signature: \_\_\_\_\_

Date: 12-18-14

Supervisor's Name and Title (please print)	Telephone #:	Email Address
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## RECLASSIFICATION COMMITTEE REVIEW

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HUMAN RESOURCES DIRECTOR/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

BUDGET & MANAGEMENT/ DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

COUNTY TREASURER'S OFFICE/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: R&B PCT. 1 (121-005) DATE: 12/17/201413

CURRENT POSITION TITLE: HEO I CURRENT SLOT #: 046

REQUESTED POSITION TITLE: HEO III

### REQUEST FOR:

New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

### POSITION SALARY REQUEST:

Salary Amount:

\$ 27,124.00 Current G&S/ Budgeted Salary      \$ 30,324.00 Proposed G&S/ Budgeted Salary      \$ 3,200.00 Net Change

Position to be funded from one of the following:

Current Department Budget       Annual Budget Cycle       Will Require Additional Funds  
 Other \_\_\_\_\_

### POSITION Type:

Full Time Employee Object 113  Part Time Employee Object 114  \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121  Part Time Temporary Object 122  \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date      End Date      Working Days & Hours      Hours Per Week      Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt  Non-Exempt  N/A   
FLSA: Exempt  Non-Exempt

### JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

Reclassification of this position is necessary to meet the Precinct's departmental need. The job content, job responsibilities and level of knowledge for this position are consistent with the position title requested. Therefore, an adjustment of salary is essential in order to continue the efficiency of the operation.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

SEE ATTACHED JOB DESCRIPTION

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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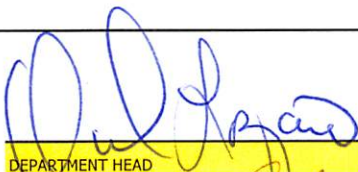


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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12-17-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/19/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2014 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			

## HEAVY EQUIPMENT OPERATOR III

**GRADE: 07**

### **GENERAL DESCRIPTION**

Performs highly advanced and/or supervisory (senior-level) construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. May plan, assign, and/or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

May assist during emergency situations such as floods, severe weather, and accidents

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

May lead crew at job sites to ensure a safe working environment and provide on-site supervision of crew task performance

May plan, assign, and/or supervise the work of others

Ability to work effectively and cooperatively with other crewmembers

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Three (3) years of related experience. Graduation from a high school or equivalent is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; to work effectively with the public; to train others; and plan, assign, and/or supervise the work of others

### **Registration, Certification, and Licensure**

May be required to be licensed in a specialty area

May require a valid Texas driver's license and/or commercial driver's license

### **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



# COUNTY OF HIDALGO

## Human Resources Department

### JOB AUDIT FORM

- (i) This Job Audit Form is used to gather information about the duties, responsibilities, and qualifications needed for jobs performed by all County Employees. The information provided in this form is the basis for the job audit to determine that the classification of titles and pay grades reflect the position responsibilities accordingly. It is recommended that this form be completed by both the supervisor and the employee collaboratively and is essential for the success of this process.
- (ii) In responding to the questions, it is important to be as accurate and thorough as possible when addressing the position.
- (iii) This questionnaire is being used for a wide variety of positions with the County of Hidalgo and some questions will be more applicable to certain types of jobs. If you feel a question is not relevant to the position responsibilities, enter NOT APPLICABLE.

#### Supervisors wanting to Audit a New Position or Existing Position:

If this request is for a reclassification requesting a title and grade change, complete all sections of this form and submit to the Human Resources Department to obtain required approvals.

If this is a request for a reclassification for a position not currently part of the Inventory list, complete all sections of this form and submit to the Human Resources Department assigning new title, job reclassification and new pay grade if applicable.

Employee Name: Jesus Ramos

Department: 121-005/slot 46

Current Job Title/Grade: HEO I

Proposed Job Title/Grade: HEO III/salary increase

Immediate Supervisor: David Rodriguez

Date: 12/18/14

**1. Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the primary function of the position. State briefly the scope of the job duties performed.

Performs highly advanced and/or supervisory construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. May plan, assign and or supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment..

**2. Work Performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how.

#### Current Duties:

#### Proposed Duties:

- Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects such as graders backhoes frontend loaders, forklifts, sump trucks, or related equipment
- Prepares daily reports and logs related to quantities of material used, types of equipment work hours and projects status
- Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions
- Performs general maintenance manual labor as requires

Attach an additional list of duties on a separate page if needed (See attachment)

**3. Work Contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.

<u>Contacts</u>	<u>Frequency</u>	<u>Purpose of Contact</u>	<u>Means of Contact</u>
Elected Officials			
Department Heads	Daily	Receive directives for scheduled work	Verbal directives, mobile or portable radios
Other outside Sources			
Vendors /Organizations			
Peers in other depts.			
General Public			
Other (specify)			

**4. Decision-Making:** Indicate level of capacity allowed under County Policies, procedures and practices. Provide example of typical problems you must resolve and describe the judgment that is required.

Requires using appropriate judgment and precautionary safety measures must be used at all times while operating equipment or physically working on paved and unpaved roads, while cutting grass or picking up debris and loading or unloading material, etc.

**5. Supervisory responsibility:** Extent to which position controls, directs, or is accountable for work of others.

<u>Supervision Capacity:</u>	<u>Name and titles of employees supervised:</u>	<u>Type of Supervision (Close, General, Direct)</u>
Recommend for hiring	Not Applicable	
Final hiring decision		
Determine training needs		
Plan and assign work		
Reclassification/pay increase		
Evaluate performance/conduct		
Handle grievances/complaints		
Initiate disciplinary actions		
Recommend termination		
Final termination decision		
Other (Please explain)		

**6. Physical Effort:** Amount of physical effort required to perform the job.

___ Operates no tools, machines or equipment.		Position while working, % of total time	
___ No significant lifting required.			
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time: %			
Tools	25	Walking	65
Equipment	25	Standing	75
Machinery	25	Lifting	50
Materials Weight	25	Climbing	25
		Pulling	25
		Pushing	25
		Cramped or confined spaces	10
		Sitting	25
<b>Work Conditions:</b> The degree of exposure to work conditions such as dirt, heat, fumes, etc.			
<b>Surroundings</b>	<b>% of time</b>	<b>Surroundings</b>	<b>% of time</b>

Dirt	75	Noise	50	Other _____
Heat	90	Vibration	50	
Fumes	0	Grease/oil	50	
Smoke	0	Dust/shavings	50	
Water	25	Office environment	5	
Comments:				

**7. Education/ Training and Experience Required:**

<i>Minimum academic, commercial, and technical qualifications required for performing the full duties of job.</i>	<i>Minimum previous experience regarded as essential for a person with the specified educational background sufficient to perform this type of job.</i>
<p><b>Academic</b></p> <p><input checked="" type="checkbox"/> High School Diploma/GED</p> <p><input type="checkbox"/> Two year college (Associate's Degree) _____</p> <p><input type="checkbox"/> Trade or Technical School (Certificate or diploma) _____</p> <p><input type="checkbox"/> Four year college (Bachelor's Degree) _____</p> <p><input type="checkbox"/> Graduate (Master's Degree) _____</p> <p><input type="checkbox"/> Certification _____</p> <p><input type="checkbox"/> Any specific/previous training or skills that can increase competency _____</p>	<p><b>Years of Experience</b></p> <p>(0-1, 1-3, 3-5, 5-more)</p> <p>Field of Experience 3-5</p> <p>This type of job _____</p> <p>Related experience _____</p> <p>On-the-job training _____</p> <p>Please describe the type and level of experience. Any equivalent combination of experience and training, which the required knowledge, skills, and abilities to perform duties.</p>

**8. Approvals**

**Employee Certification Section**

I certify that the information contained in this job description document is correct and complete.

Employee Signature: Jesus Ramos

Date: 12-18-14

**Supervisor's Comment Section**

If you have asked an employee in the position to complete this document, it is important that you, the supervisor, review the Job Audit Form since you may have a different perspective of this position. For example, an employee may tend to overstate responsibilities. Do not change the employee's description, but provide your comments with reference to the appropriate section in the employee's description. (Attach an additional sheet, if needed)

I agree with the employee's description:

- As written
- As modified on the attached sheet
- Advised employee of modifications regarding job description

Employee's Initials J.R.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name and Title (please print)	Telephone #:	Email Address
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## RECLASSIFICATION COMMITTEE REVIEW

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HUMAN RESOURCES DIRECTOR/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

BUDGET & MANAGEMENT/ DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

COUNTY TREASURER'S OFFICE/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: R&B PCT. 1 (121-005) DATE: 12/17/201413  
CURRENT POSITION TITLE: HEO III CURRENT SLOT #: 0109  
REQUESTED POSITION TITLE: CREW LEADER II

**REQUEST FOR:**

New Position  Temporary Position  Position Reclassification\*  Other \_\_\_\_\_

\* Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount:

\$ 30,342.00 Current G&S/ Budgeted Salary    \$ 33,542.00 Proposed G&S/ Budgeted Salary    \$ 3,200.00 Net Change

Position to be funded from one of the following:

Current Department Budget     Annual Budget Cycle     Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

Full Time Employee Object 113  Part Time Employee Object 114  \_\_\_\_\_  
Enter hourly rate for temp. positions

Full Time Employee Object 121  Part Time Temporary Object 122  \$ \_\_\_\_\_  
Hourly Rate \*2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:** N/A

Start Date    End Date    Working Days & Hours    Hours Per Week    Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: Exempt  Non-Exempt  N/A   
FLSA: Exempt  Non-Exempt

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Reclassification of this position is necessary to meet the Precinct's departmental need. The job content, job responsibilities and level of knowledge for this position are consistent with the position title requested. Therefore, an adjustment of salary is essential in order to continue the efficiency of the operation.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

SEE ATTACHED JOB DESCRIPTION

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**POSITION RECLASSIFICATION:** Explain change and/or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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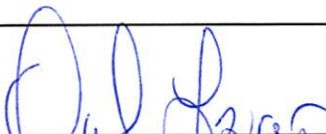
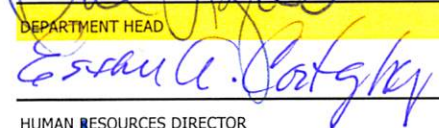

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	12-17-14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	12/19/14 Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2014 Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	_____	_____	_____	_____	_____
	COMMISSIONERS' COURT APPROVAL	Date			

## CREW LEADER II

### GENERAL DESCRIPTION

Provide management of the day-to-day operations of the department/work unit and oversight of the work product, quantity and quality of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and document programs and curriculum, monitors departmental resources and ensures compliance with policies and laws.

### EXAMPLES OF WORK PERFORMED

Directly responsible for the management of departmental staff, which may include lower level management or supervisory positions

Provides training to staff members as required

Plans, assigns and is responsible for the workload and schedules for team members

Evaluates performance of subordinates, identifying strengths/weaknesses, providing employee development, guidance and motivation, or making/deciding on recommendations for replacement when appropriate

Acts as a managerial resource for staff questions regarding customer issues, policies, etc

Coordinates activities with other departments to expedite work and improve performance

Performs quality reviews/audits of department's work and makes operational corrections as necessary

Establishes and enforces procedures to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Performs all other related duties involved in the operation of the Precinct as assigned or required

### GENERAL QUALIFICATION GUIDELINES

#### Experience and Education

Associate's degree or equivalent required. Minimum of six (6) years related work experience.

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

Must have an advanced or expert knowledge of fundamental concepts, practices and procedures of the field of road construction and maintenance

Spreadsheet and/or word processing software knowledge/experience preferred with either specific program applications or general applications such as Microsoft Office Suite

Excellent verbal and written communication/presentation skills

Effective interpersonal and leadership skills that are normally expected of a fully qualified manager

### **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



# COUNTY OF HIDALGO

## Human Resources Department

### JOB AUDIT FORM

- (i) This Job Audit Form is used to gather information about the duties, responsibilities, and qualifications needed for jobs performed by all County Employees. The information provided in this form is the basis for the job audit to determine that the classification of titles and pay grades reflect the position responsibilities accordingly. It is recommended that this form be completed by both the supervisor and the employee collaboratively and is essential for the success of this process.
- (ii) In responding to the questions, it is important to be as accurate and thorough as possible when addressing the position.
- (iii) This questionnaire is being used for a wide variety of positions with the County of Hidalgo and some questions will be more applicable to certain types of jobs. If you feel a question is not relevant to the position responsibilities, enter NOT APPLICABLE.

#### **Supervisors wanting to Audit a New Position or Existing Position:**

If this request is for a reclassification requesting a title and grade change, complete all sections of this form and submit to the Human Resources Department to obtain required approvals.

If this is a request for a reclassification for a position not currently part of the Inventory list, complete all sections of this form and submit to the Human Resources Department assigning new title, job reclassification and new pay grade if applicable.

**Employee Name:** ROGELIO GONZALEZ

**Department:** 121-005 SLOT 0109

**Current Job Title/Grade:** HEO IIII

**Proposed Job Title/Grade:** CREW LEADER II/SALARY INCREASE  
**(SEE ATTACHMENT)**

**Immediate Supervisor:** Oscar Gonzales

**Date:**

**1. Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the primary function of the position. State briefly the scope of the job duties performed.

Provide management of the day to day operations of the department/work unit and oversight of the work productions, quantity of work completed. May schedule work assignments, assign hours and work locations. This position may also train and/or evaluate employees. Handles difficult problems, may develop and document programs and curriculum, monitors departmental resources and ensures compliance with policies and law.

**2. Work Performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how.

Current Duties:

Proposed Duties:

- Directly responsible for the management of departmental staff, which may include lower level=I management or supervisory positions
- Provides training to staff members as required
- Plans assigns and is responsible for the work load and schedules for team members
- Performs all other related duties involved in the operation of the Precinct as assigned or required

Attach an additional list of duties on a separate page if needed

**(SEE ATTACHMENT)**

**3. Work Contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.

<u>Contacts</u>	<u>Frequency</u>	<u>Purpose of Contact</u>	<u>Means of Contact</u>
Elected Officials	_____	_____	_____
Department Heads	Daily _____	Receive directives for scheduled work	Verbal directives, county mobile/portable radios
Other outside Sources	_____	_____	_____
Vendors /Organizations	_____	_____	_____
Peers in other depts.	_____	_____	_____
General Public	_____	_____	_____
Other (specify) _____	_____	_____	_____

**4. Decision-Making:** Indicate level of capacity allowed under County Policies, procedures and practices. Provide example of typical problems you must resolve and describe the judgment that is required.

Requires using appropriate judgment and precautionary safety measures must be used at all times while operating equipment or physically working on paved and unpaved roads, while cutting grass or picking up debris and loading or unloading material, etc.

**5. Supervisory responsibility:** Extent to which position controls, directs, or is accountable for work of others.

<u>Supervision Capacity:</u>	<u>Name and titles of employees supervised:</u>	<u>Type of Supervision (Close, General, Direct)</u>
Recommend for hiring	Not Applicable _____	_____
Final hiring decision	_____	_____
Determine training needs	_____	_____
Plan and assign work	_____	_____
Reclassification/pay increase	_____	_____
Evaluate performance/conduct	_____	_____
Handle grievances/complaints	_____	_____
Initiate disciplinary actions	_____	_____
Recommend termination	_____	_____
Final termination decision	_____	_____
Other (Please explain)	_____	_____

**6. Physical Effort:** Amount of physical effort required to perform the job.

Operates no tools, machines or equipment. No significant lifting required.				Position while working, % of total time	
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time: %				Frequency in position	
Tools	25			Walking	65
Equipment	25			Standing	75
Machinery	25			Lifting	50
Materials Weight	25			Climbing	25
<b>Work Conditions:</b> The degree of exposure to work conditions such as dirt, heat, fumes, etc.				Pulling	25
<b>Surroundings</b>	<b>% of time</b>	<b>Surroundings</b>	<b>% of time</b>	Pushing	25
Dirt	75	Noise	50	Cramped or confined spaces	10
Heat	90	Vibration	50	Sitting	25
				Other	_____

Fumes	0	Grease/oil	50
Smoke	0	Dust/shavings	50
Water	25	Office environment	5
Comments:			

**7. Education/ Training and Experience Required:**

<i>Minimum academic, commercial, and technical qualifications required for performing the full duties of job.</i>	<i>Minimum previous experience regarded as essential for a person with the specified educational background sufficient to perform this type of job.</i>
<p><b>Academic</b>  xHigh School Diploma/GED  _ Two year college (Associate's Degree) _____  _ Trade or Technical School (Certificate or diploma) _____  _ Four year college (Bachelor's Degree) _____  _ Graduate (Master's Degree) _____  _ Certification _____  _ Any specific/previous training or skills that can increase competency  <u>May have experience in masonry and cement work</u></p>	<p><b>Years of Experience</b>  (0-1, 1-3, 3-5, 5-more)  Field of Experience 3-5  This type of job _____  Related experience _____  On-the-job training _____  Please describe the type and level of experience.  Any equivalent combination of experience and training, which the required knowledge, skills, and abilities to perform duties.</p>

**8. Approvals**

**Employee Certification Section**

I certify that the information contained in this job description document is correct and complete.

Employee Signature: \_\_\_\_\_

Date: 12-18-14

**Supervisor's Comment Section**

If you have asked an employee in the position to complete this document, it is important that you, the supervisor, review the Job Audit Form since you may have a different perspective of this position. For example, an employee may tend to overstate responsibilities. Do not change the employee's description, but provide your comments with reference to the appropriate section in the employee's description. (Attach an additional sheet, if needed)

**I agree with the employee's description:**

As written

As modified on the attached sheet

Advised employee of modifications regarding job description

Employee's Initials RL

Supervisor's Signature: \_\_\_\_\_

Date: 12-18-14

Supervisor's Name and Title (please print)	Telephone #:	Email Address
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## RECLASSIFICATION COMMITTEE REVIEW

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HUMAN RESOURCES DIRECTOR/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

BUDGET & MANAGEMENT/ DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

COUNTY TREASURER'S OFFICE/DESIGNEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_