



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HUMAN SERVICES DIVISION (240-001)

DATE: 1/7/2015

CURRENT POSITION TITLE: **COORDINATOR III**

CURRENT SLOT# : ~~001-0035~~

REQUESTED POSITION TITLE:

NEW SLOT # \_\_\_\_\_

### REQUEST FOR:

New Position     Temporary Position     Position Reclassification\*     Other DELETE

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

### POSITION SALARY REQUEST:

Salary Amount:                      48,149.00                      \$                      0.00                      \$                      (48,149.00)  
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)

This position is not needed under Dept. 240 (Human Services Division)  
\_\_\_\_\_  
\_\_\_\_\_


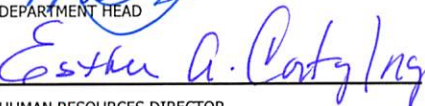

**NEW POSITION:** Brief job description and attach a copy of the new job description.

**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.		01/08/15	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		1-9-15	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		01/14/2015	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			



# HIDALGO COUNTY

## Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HEALTH & HUMAN SERVICES (340-001)

DATE: 1/9/2015

CURRENT POSITION TITLE: COORDINATOR III *de*

CURRENT SLOT# :

REQUESTED POSITION TITLE: COORDINATOR III

NEW SLOT # 0055  
~~001-0XXX~~

### REQUEST FOR:

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

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

### POSITION SALARY REQUEST:

Salary Amount:                      0.00                      \$                      48,149.00                      \$                      48,149.00  
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                      Transfer funding from Dept. 240 to Dept. 340 (Health & Human Services Dept.)

### 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)

This position, previously budgeted under Human Services Division (dept. 240) is needed under Health & Human Services (dept. 340).  
This position will perform advanced program / division coordination work plans, develop, evaluate and oversee program and  
service activities and provide technical assistance and support to program staff and outside parties. This activity is essential for proper

functional operation of various programs administered by the Health & Human Services Dept.

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

Will plan, develop, evaluate and oversee department programs and services offered;

See 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)

This slot is in essence being transferred from the Human Services (dept. 240) division to dept. 340.

**HUMAN RESOURCES:** Classification and Salary Recommendation

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

1.	 DEPARTMENT HEAD	<u>01/09/15</u> Date	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>1-9-15</u> Date	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/14/2015</u> Date	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS' COURT APPROVAL	_____	_____	_____	_____

# **HIDALGO COUNTY HEALTH & HUMAN SERVICES**

## **COORDINATOR III**

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) program/department coordination work planning, developing, evaluating, and overseeing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. 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**

Plans, develops, evaluates, and oversees department programs and/or services offered

Develops, implements, and measures the outcomes of department initiatives

Develops policy and procedure manuals and implements rules and regulations for the department

Evaluates the applications and variations of programs to develop an action plan to improve the department

Evaluates research findings relative to department projects being developed

Evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources, and recommends improvements

Oversees and evaluates surveys, inspections, or reviews to determine compliance with requirements, laws, regulations, policies, and procedures

Oversees the analysis of operations and reviews reports, recommendations, and justifications

Reviews performance reports and implements appropriate changes

Provides consultative services and technical assistance to plan, implement, and monitor effective programs and services

Act as a department liaison to community and professional groups to coordinate, improve, and stimulate interest in the assigned program or activities

May assign and/or supervise the work of others

Performs all other related duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four to five (4-5) years of experience in department coordination, business management, or a related field related to the specific program or department

Graduation from an accredited four (4) year college or university with a Bachelor's degree in public administration, management, or a field relevant to the assignment is required

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

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses & Registrations**

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

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

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

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; and to communicate effectively

Good verbal and written communication and presentation skills

### **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