



HIDALGO COUNTY

BUDGET & MANAGEMENT BD

Personnel Adjustment Request Form

JUN 18 2014 W



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE /280

DATE: 5/23/2014

CURRENT POSITION TITLE: INFO TECH MANAGER

CURRENT SLOT #: 001-016

REQUESTED POSITION TITLE: INFO SYSTEM ADMINISTRATOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 56,162.00 \$ 61,022.00 \$ 4,860.00
Current G&S/ Budgeted Salary Proposed G&S/ Budgeted Salary Net Change

\$ 500.00 \$ 500.00 \$ 0.00
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 will increase in job duties and additional supervisory duties.

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.	<i>Emily Chief</i>	<i>5-30-14</i>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	<i>Esther A. Cortez / gpc</i>	<i>06-16-14</i>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.	<i>[Signature]</i>	<i>12/21/2014</i>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
	COMMISSIONERS' COURT APPROVAL	Date			



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: Michael A. Garza

Department: Sheriff's Office

Current Job Title/Grade: Info Tech Manager

Proposed Job Title/Grade: Info. System Administrator

Immediate Supervisor: Captain Richard Ozuna

Date: 05/28/14

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 effective operation and maintenance of any and all technical hardware and software. Plan, organize, and manage tasks to achieve within budgeted funds and available personnel. Plan, assign and/or supervise the work of others. Design and develop wan and lan networks. System programming for complex mid-frame and mainframe server environments.

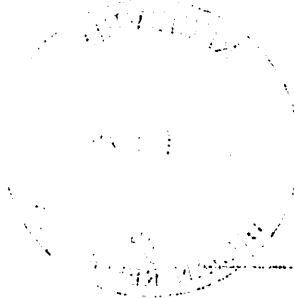
2. Work Performed: *Describe in detail the duties performed. State specifically what is done, and explain why and how.*

<u>Current Duties:</u>	<u>Proposed Duties:</u>
_____	_____
_____	_____
_____	_____

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

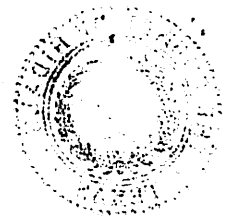
3. Work Contacts: *The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the level, frequency, difficulty and importance of work contacts.*

<u>Contacts</u>	<u>Frequency</u>	<u>Purpose of Contact</u>	<u>Means of Contact</u>
Elected Officials	<u>Freq</u>	Discuss future purchasing, address	Person to Person or Phone
Department Heads	<u>Freq</u>	Current problems need to address	Person to Person or Phone
Other outside Sources	<u>Freq</u>	Talk with other agencies to help and	Mostly Phone contact
Vendors /Organizations	<u>Freq</u>	Contact vendors on a daily basis for	Phone contact only
Peers in other depts.	<u>Freq</u>	Discuss problems and fixes they ma	Person to Person or Phone
General Public	_____	_____	_____
Other (specify) _____	_____	_____	_____



COUNTY OF HIDALGO

Human Resources Department



JOB ADVERTISING

- (1) This job advertisement is to be prepared by the Human Resources Department and is to be placed in the local newspaper. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual.
- (2) It is the responsibility of the Human Resources Department to ensure that the advertisement is placed in the local newspaper. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual.
- (3) The advertisement is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual.

SIGNED AND SUBMITTED BY: _____
 TITLE: _____
 DATE: _____

APPROVED BY: _____
 TITLE: _____
 DATE: _____

1. The advertisement is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual.

2. The advertisement is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual. It is to be prepared in accordance with the guidelines set forth in the Job Advertisement Manual.

Job Title	Job Description	Salary Range
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

One Critical decision was at 2am when I was notified that Spillman Server crashed and could not repair from home. Came in to Office and discovered that the entire Hard Drive crashed and I could not recover. Luckily I had a back up and extra hard drives on hand. Advised 911 to go manual to lose any information. During that time I rebuilt the Server and imported all data with backup and we were backup in 4 hours vs being down for days and never be able to retrieve 4 years of data.

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	Fernando Guerro	Direct
Final hiring decision	Yes	Direct
Determine training needs	Yes	Direct
Plan and assign work	Yes	Direct
Reclassification/pay increase	No	None
Evaluate performance/conduct	Yes	Direct
Handle grievances/complaints	No	No
Initiate disciplinary actions	No	No
Recommend termination	Yes	General
Final termination decision	No	General
Other (Please explain)		

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

<input checked="" type="checkbox"/> Operates no tools, machines or equipment. <input type="checkbox"/> No significant lifting required.	Position while working. % of total time																								
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time: % Tools <u>50</u> Equipment <u>50</u> Machinery _____ Materials Weight _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right;">Frequency in position</th> </tr> </thead> <tbody> <tr><td>Walking</td><td style="text-align: right;"><u>30</u></td></tr> <tr><td>Standing</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Lifting</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Climbing</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Pulling</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Pushing</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Cramped or confined spaces</td><td style="text-align: right;"><u>10</u></td></tr> <tr><td>Sitting</td><td style="text-align: right;"><u>20</u></td></tr> <tr><td>Other</td><td style="text-align: right;">_____</td></tr> </tbody> </table>		Frequency in position	Walking	<u>30</u>	Standing	<u>10</u>	Lifting	<u>10</u>	Climbing	<u>10</u>	Pulling	<u>10</u>	Pushing	<u>10</u>	Cramped or confined spaces	<u>10</u>	Sitting	<u>20</u>	Other	_____				
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Work Conditions: The degree of exposure to work conditions such as dirt, heat, fumes, etc.																									
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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 <input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Two year college (Associate's Degree) <u>Institute of Texas Technical Coll</u> <input type="checkbox"/> Trade or Technical School (Certificate or diploma) _____ <input type="checkbox"/> Four year college (Bachelor's Degree) _____ <input type="checkbox"/> Graduate (Master's Degree) _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Any specific/previous training or skills that can increase competency _____	Years of Experience (0-1, 1-3, 3-5, 5-more) Field of Experience <u>25</u> This type of job <u>25</u> Related experience _____ 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: Michael Janga

Date: 05/29/14

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 _____

Supervisor's Signature: Chief mch

Date: 5-30-14

Supervisor's Name and Title (please print)	Telephone #:	Email Address
<u>Mano Lopez, Chief Deputy</u>	<u>(956) 393-6007</u>	<u>Mano.Lopez@hidalgosara.org</u>

JOB AUDIT FORM

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

The Information Technology Manager position has been a very challenging experience. Since the Sheriff Office is a 24/7 operation, and since our latest and greatest software with our leaps and bounds in Technology, it has demanded the Sheriff Office IT Dept to be on call 24/7 , 365 days a year. This has been ongoing for 5 years. Below are the current duties that the Information Technology is responsible for.

- Maintain all Law Enforcement Bldg, all bureaus and divisions (135 pc's)
- Maintain all Detention Jail Bldg all bureaus and divisions.....(155 pc's)
- Maintain all Mobile Patrol Deputies...(growing to 225)(125 pc's)
- Total.....**Sum(415 pc's)**
- 800 Users
- Maintain and Support All Servers (16)
- All Backups for Servers
- 911 Call Center
- Live Scan DPS Inmate Finger Printing System
- Cross Match Detention Jail Finger Printing System
- Handle all Law Enforcement DVR Recordings for investigations
- Handle all Detention DVR Recordings for investigations
- Handle all ICE Agents needs
- Handle all BP Agents needs
- Handle all other Agencies needs that visit our facility
- Maintain and Handle RMS Records Software
- Maintain and Handle CAD Dispatch 911 Software
- Maintain and Handle Mobile Software
- Maintain GIS Zoning Mapping Software for Mobile GPS Location
- Dashboard Comp stats (Statistics for Sheriff)
- Ableterm Users
- 24/7 On Call
- SSA (Super Spillman Administrator)
 - Hub Module
 - Civil Process Module
 - Equipment management Module
 - Evidence Management Module
 - Fleet Management Module

Imaging Module
Vehicle Impound Module
Law Records Module
Traffic Management Module
Pin Mapping Module
Spillman CAD Module
State Link Module
CAD Mapping Module
E911 Interface Module
Mobile Server -CAD Module
Mobile AVL Mapping Module
Comp stat Dashboard
Spillman Touch
Quickest Route
Arc GEO

**New Sheriff Office Substation Responsibilities.
To Maintain, Operate, Upgrade and Service.**

- 6 Servers
- User Access Control Cards
- 60 Computers
- 30 Security Camera's

Future Odyssey maintenance:

- Law Enforcement Bldg (135 pc's)
- Jail Detention Bldg.....(155 pc's)

HIDALGO COUNTY

INFORMATION SYSTEM ADMINISTRATOR

GENERAL DESCRIPTION

This position performs complex information system administration work. Work involves providing assistance in the planning, development, maintenance, and monitoring of integrated database systems, and ensuring that the conceptual and design phases of new applications are consistent with the structural parameters within the information environment. Manages and administers the County's computerized information system staff including mid-range computers, servers, internet firewall, e-mail server and local and wide area networks; serves as second tier manager directly under county CIO. May make decisions for department only in the absence of CIO.

EXAMPLES OF WORK PERFORMED

Manages multiple technology systems, related equipment and processes.

Manages loads information, reorganizes as necessary, and assists in monitoring database performance

Executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures

Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries

Creates test database environment for applications section, including the creation of necessary libraries and procedures

Assists with the installation of database software and with analyzing, designing, and implementing databases

Assists with designing and maintaining database structures

Assists with establishing and implementing necessary database security controls

Manages the County's information system including hardware; assesses current and future data processing needs for County department users and modifies existing systems and writes/installs or recommends new programs and hardware to meet user needs

Provides the management for a computerized recordkeeping system, eliminating many manual records and the need for outside vendor systems

Confers with user departments regularly to identify computerization needs and determines how the desired results can be achieved; analyzes existing systems and programs and develops or recommends new systems or modifications to existing systems

Assures system documentation by directing the writing of detailed descriptions of the system components; supervises the training of user department personnel in the use of PC's, terminals, printers and other peripherals, in addition to the program applications installed

Recommends and directs software changes and updates to keep department systems up-to-date; monitors any software changes; assists departments with regard to program changes and operations

Assists in designing special forms for user departments; assists in determining if the form meets user needs, determines number of forms, etc.

Develops methodology to expand flexibility of programs or systems to meet changing needs of user departments and to accommodate future expansion without necessitating a major redesign of the systems at a later date

Works on special projects to assist various offices, departments and committees in establishing goals and deadlines pertaining to the cycle or flow of county information between departments and to the local, state, and federal government.

Determines the most effective way to design a system or write a program and authorizes scheduling

Maintains contacts with all user departments, hardware vendors and other systems representatives

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) year experience in technology management, experience in system design and programming work including three (3) years in a supervisory role

Graduation from an accredited four (4) year college or university with major course work in computer science, management information systems or a technology specialized degree.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and techniques of computer programming and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer programming languages; of data processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis techniques

Ability to identify and define user task needs, to process information logically, and to conduct short-range and long-range project planning studies

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 sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision 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



BUDGET & MANAGEMENT - BD

HIDALGO COUNTY

Personnel Adjustment Request Form

JUN 18 2014



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280

DATE: 5/23/2014

CURRENT POSITION TITLE: HUMAN RESOURCES SPECIALIST II

CURRENT SLOT #: 001-243

REQUESTED POSITION TITLE: HUMAN RESOURCES SUPERVISOR

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 34,135.00 \$ 40,135.00 \$ 6,000.00
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.)

CIVIL SERVICE: FLSA:

Exempt Exempt

Non-Exempt Non-Exempt

N/A

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

This position currently supervises other staff members of the HCSO Personnel Office. She is held accountable for all actions involving personnel matters. This position administers over 800 personnel files and is responsible for all actions with regards to the files and changes that affect the employee slot and file. In addition to these, additional duties and responsibilities will be assigned.

HIDALGO COUNTY
Personnel Adjustment Request Form



DATE: 12/15/2011

DEPARTMENT MANAGER: _____

CURRENT TITLE: _____

HUMAN RESOURCES SPECIALIST II

DEPARTMENT POSITION TITLE: _____

REQUESTED POSITION TITLE: _____

REQUEST FOR:

New Position
 Temporary Position
 Reassignment
 Transfer

I will provide evidence and information to the HRD Service to support this request.

POSITION SALARY REQUEST:

Current Salary: _____

Requested Salary: \$10,000.00
 Requested Grade: _____
 Requested Title: _____
 Requested Salary: \$0,000.00
 Requested Grade: _____
 Requested Title: _____

Position to be filled from one of the following:

From Department Budget
 From Special Budget
 Will Require Additional Funds

OBJECT 11:

Full Time Position
 Part Time Position
 Enter hourly rate in term position: _____

OBJECT 12:

Full Time Position
 Part Time Position
 Enter hourly rate in term position: _____

TEMPORARY POSITION: _____

Position: _____
 Hours Per Week: _____
 Work Schedule: _____
 Position Code: _____

LEVEL PROVIDED:

Full
 Part

Non-Exempt
 Exempt

HR

The PERSONNEL DIVISION will maintain this position of which the request is being made.

The position is to be filled by a person who is currently in the position of _____.

Involving personnel matters, this position is to be filled by a person who is currently in the position of _____.

no the HRD Service and the employee shall be held responsible for the duties and responsibilities.

HRD Service

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)

This position will require the additional duties; oversight of Worker's Compensation claims and Unemployment claims for the Sheriff's office. Will be responsible for working with other departments of the county such as Budget Office in preparing/ verifying the correct salaries for HCSO employees. Will require to train and supervise others. In addition, this employee will serve as an executive assistant to the Chief Deputy.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<i>Mely chf</i>	<i>5-30-14</i>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.	<i>Esther A. Cortez /jpc</i>	<i>06-16-14</i>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.	<i>[Signature]</i>	<i>12/12/2014</i>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.			COMMISSIONERS' COURT APPROVAL		
		Date			

HIDALGO COUNTY SHERIFF'S OFFICE

HUMAN RESOURCES SUPERVISOR

GENERAL DESCRIPTION

Performs routine (journey-level) human resources management work. Work involves administering or assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers and scores employment test

Recruits, screens, and interviews applicants; evaluates their qualifications; and refers qualified applicants to the proper hiring authorities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares human resources correspondence and reports

Provides advice and assistance on classification, compensation, recruitment, retention, leave provisions, and salary administration matters

Assists in training and counseling agency staff on issues, rules, and regulations related to human resources management

Assists in preparing new or revised job descriptions

Preparation and submission of all documents required by the Texas Commission of Law Enforcement Officers Standards and Education employees (Certified Peace Officers and/or Certified Jailers) that (a) are currently employed, (b) have resigned or have been terminated or, (c) are pending the hiring process

Scheduling of medical exams, drug testing, and psychological exams of all proposed applicants for Peace Officer or Jailer

Verification of present or past employment of all proposed applicants

Preparation and submission of all documents required by the County of Hidalgo and the Hidalgo County Sheriff's Department for employment of all applicants

Monitor, prepare, and process scheduled wage time sheet periods to include all status of all probation employees and longevity pay

Distributes payroll

Preparation and submission of Workers Compensation Forms

Preparation and submission of Unemployment Claims

Oversee human resources activities

Counsels staff on issues; explains rules and regulations related to human resources management

Conducts reviews and evaluations and procedures statistical or narrative reports of findings

Assist in budget preparation

Works with the Budget Office in regards to the Budget process for the next fiscal year.

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Works with the County Personnel Office in the requisition and hiring procedures for all new employees

Custodian of Records for all personnel files

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of experience in human resources management work

Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, or a related field

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

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of human resources management; compensation principles and practices; job evaluation methods; and of federal, state, and local laws, statutes, and regulations

Skill in conducting interviews

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

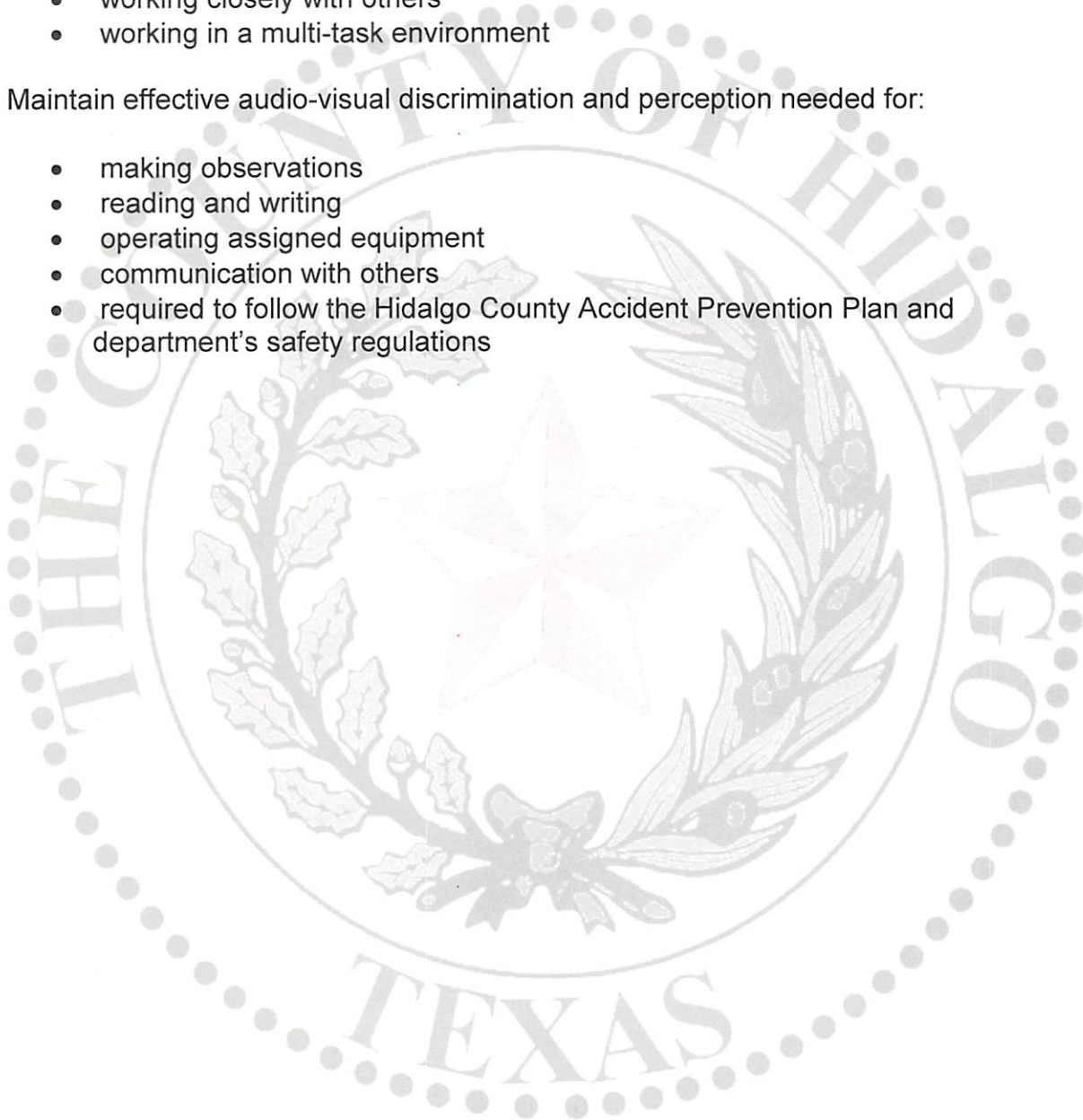
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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_{in}



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: ZUJEY GAMINO

Department: SHERIFF'S OFFICE

Current Job Title/Grade: HR SPECIALIST II

Proposed Job Title/Grade: HR SUPERVISOR

Immediate Supervisor: CHIEF DEPUTY MARIO LOPEZ

Date: 5/27/2014

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.*

This position is responsible for all Personnel issues of the Sheriff's Office 809 employees. Supervises all paperwork that is being submitted to different County departments for hiring, firing, pay increases, works on salary schedules, change of status forms. Oversees the submission of timesheets, and employee accruals.

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

Current Duties:

Submits paperwork to HR, TCOLE, Budget, Sets up appointments for new hires, checks for compliance on new hires and current employees.

Proposed Duties:

Works on salary schedules for next fiscal year with Budget assigned to work on unemployment claims and worker's compensation claims, wks directly with chief

- 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	<u>frequent</u>	<u>approvals of paperwork submitted</u>	<u>in person/ by phone</u>
Department Heads	<u>frequent</u>	<u>day-day basis regarding employees</u>	<u>in person / by phone</u>
Other outside Sources	<u>frequent</u>	<u>scheduling for new hires</u>	<u>in person / by phone</u>
Vendors /Organizations	<u>N/A</u>		
Peers in other depts.	<u>frequent</u>	<u>questions, concerns, issues</u>	<u>in person / by phone</u>
General Public	<u>frequent</u>	<u>questions about hiring procedures</u>	<u>in person / by phone</u>
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.

Sorts out applications for employment, sets up exams and medical appointments, Point of contact with TCOLE for questions on Deputy/Detention Officer licenses.

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	Apolonia Suprise/Oneida Diaz - Admin. Asst.	Direct
Reclassification/pay increase	Apolonia Suprise/Oneida Diaz-Admin Asst.	Direct
Evaluate performance/conduct	_____	_____
Handle grievances/complaints	Apolonia Suprise/Oneida Diaz-Admin. Asst.	Direct
Initiate disciplinary actions	_____	_____
Recommend termination	_____	_____
Final termination decision	_____	_____
Other (Please explain)	_____	_____

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

<input type="checkbox"/> Operates no tools, machines or equipment.	Position while working. % of total time
<input checked="" type="checkbox"/> No significant lifting required.	
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time:	Frequency in position
Tools _____ %	Walking _____ 20%
Equipment _____ 100%	Standing _____ 17%
Machinery _____ 0%	Lifting _____ 1%
Materials Weight _____ 0%	Climbing _____ 2%
Work Conditions: The degree of exposure to work conditions such as dirt, heat, fumes, etc.	Pulling _____ 0%
Surroundings % of time	Pushing _____ 0%
Dirt _____ 0%	Cramped or confined spaces _____ 0%
Heat _____ 0%	Sitting _____ 60%
Fumes _____ 0%	Other _____
Smoke _____ 0%	
Water _____ 0%	
Surroundings % of time	
Noise _____ 5%	
Vibration _____ 0%	
Grease/oil _____ 0%	
Dust/shavings _____ 0%	
Office environment _____ 95%	
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	Years of Experience
<input checked="" type="checkbox"/> High School Diploma/GED	(0-1, 1-3, 3-5, 5-more)
<input type="checkbox"/> Two year college (Associate's Degree) _____	Field of Experience <u>5+</u>
<input type="checkbox"/> Trade or Technical School (Certificate or diploma) _____	This type of job <u>5+</u>
<input type="checkbox"/> Four year college (Bachelor's Degree) _____	Related experience <u>5+</u>
<input type="checkbox"/> Graduate (Master's Degree) _____	On-the-job training <u>5+</u>
<input type="checkbox"/> Certification _____	Please describe the type and level of experience
<input checked="" type="checkbox"/> Any specific/previous training or skills that can increase competency	_____
TCOLE training, HR training, Payroll Law	_____

Decision-Making: Indicate level of responsibility and nature of decisions and actions. Provide examples of typical decisions you must resolve and describe the judgment that is required.

Review our applications for employment, sets up exams and medical appointments, Point of contact with TCOLE for questions on licensure, Director Office licenses.

Supervisory responsibility: Areas to which person controls, directs or is accountable for work of others.

Supervisor Functions	Plans and nature of activities supervised	Class of Supervision (List General Area)
Final termination decision		
Recommendations for hiring		
Final hiring decision		
Identify training needs		
Plan and assign work	Admin. Support/Office Clerk - Admin. Asst.	Direct
Classification/assign in class	Admin. Support/Office Clerk - Admin. Asst.	Direct
Evaluate performance/contract		
Handle grievances/complaints	Admin. Support/Office Clerk - Admin. Asst.	Direct
Identify disciplinary actions		
Recommend termination		
Final termination decision		
Other (Please explain)		

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

Position title worked or in total time	Operational tools, machines or equipment	
	Operational	Significant lifting/carrying
Percentage of available work time	Tools	0%
	Equipment	100%
Metallic Weight	Machinery	0%
		0%
Work Conditions: The degree of exposure to work conditions such as this load	Water	0%
	Sun/Heat	0%
Time of day	Time	0%
	Humidity	0%
Frequency in position	Frequency	0%
	Frequency	0%
Frequency or continued exposure	Frequency	0%
	Frequency	0%
Other	Other	0%
	Other	0%

Education, Training and Experience Required:

Minimum education, experience and technical qualifications required for performing the full duties of job	Minimum previous experience required as essential for a person with the specified education to perform this type of job
<p>Any specific/previous training or skills that can increase competency</p> <p>TCOLE training: 16 hours, Payroll Law</p> <p>Continuation</p> <p>Associate (Bachelor's Degree)</p> <p>Four year college (Bachelor's Degree)</p> <p>Trade or Technical School (Certificate or Diploma)</p> <p>Two year college (Associate Degree)</p> <p>High School Diploma/GED</p>	<p>Years of Experience</p> <p>(0-1, 1-2, 3-5, 6-month)</p> <p>Field of Experience</p> <p>Field of Job</p> <p>Related experience</p> <p>On-the-job training</p> <p>There describe the type and level of experience</p>

8. Approvals

Employee Certification Section

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

Employee Signature: _____

Date: _____

[Handwritten Signature]

5/27/14

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 _____

Supervisor's Signature: _____

Chief Deputy

Date: _____

S-30-14

Supervisor's Name and Title (please print)	Telephone #:	Email Address
<i>Mano Lopez, Chief Deputy</i>	<i>950-393-6007</i>	<i>Zuyey.</i>



HIDALGO COUNTY

BUDGET & MANAGEMENT - BD

Personnel Adjustment Request Form



JUN 18 2014 W

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE /280**

DATE: **5/23/2014**

CURRENT POSITION TITLE: **ADMINISTRATIVE ASSISTANT I I**

CURRENT SLOT #: **001-272**

REQUESTED POSITION TITLE: **EXECUTIVE ASSISTANT I**

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

<i>Salary:</i>	\$	<u>32,029.00</u>	\$	<u>37,029.00</u>	\$	<u>5,000.00</u>
		Current G&S/ Budgeted Salary		Proposed G&S/ Budgeted Salary		Net Change
<i>Allowance:</i>	\$	<u>500.00</u>	\$	<u>\$ 500.00</u> 0.00	\$	<u>- 0 -</u> (500.00)
		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

*1/30/15
As per
Zujey
Gamino*

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)

This position will assist in the efficiency and effectiveness of the Sheriff's Office operation. Will provide the ability to coordinate and manage the demands of the office of Sheriff to better serve the general public and the entities interacted with daily.

HIDALGO COUNTY

Request for Adjustment Request Form



DEPARTMENT NUMBER: _____
 DIVISION & OFFICE (SIC): _____

DATE: 12/23/14

REPORT BY: 001-023

ADMINISTRATIVE ASSISTANT I

CURRENT POSITION TITLE:

EXECUTIVE ASSISTANT I

REQUESTED POSITION TITLE:

REQUEST FOR:

New Position
 Temporary Position
 Position Reassignment
 Other

* Civil Service Positions are limited to the Civil Service Commission

POSITION SALARY REQUEST:

Salary Amount:

Request	Current Salary	Requested Salary	Justification
1	\$23,000.00	\$23,000.00	Current GS27 Budgeted Salary
2	\$23,000.00	\$23,000.00	Proposed GS27 Budgeted Salary
3	\$23,000.00	\$23,000.00	Proposed GS27 Budgeted Salary

Position to be loaded from one of the following:

General Department Budget
 General Budget Code
 Will Require Additional Funds

POSITION TYPES:

Full Time Employee
 Part Time Employee
 Other

Full Time Employee
 Part Time Employee
 Other

TEMPORARY POSITION:

Start Date: _____
 End Date: _____
 Working Days & Hours: _____
 Hours per Week: _____
 Duration (if less than 3 months): _____

Full Time
 Part Time
 Other

JUSTIFICATION (REQUIRED): Explain why the position or adjustment request is needed.

This position will assist in the efficiency and effectiveness of the County's Office operation. Will provide the ability to

coordinate and manage the documents of the office of Chief to help to better the general public and the various departments.

With this:

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

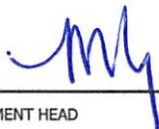
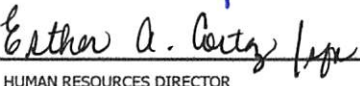
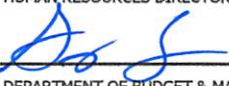
POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

This position will serve as a primary staff support to the Sheriff, will serve as Sheriff's liaison to other entities & the general public, review all correspondence and requests for information directed to the executive to ensure an appropriate response, review and file sensitive and confidential information, coordinate and manage appointments and events, may monitor and supervise personnel.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

- | | | | | | |
|----|---|------------|-----------------------------------|---|-----------------------------|
| 1. |  | 5/3/14 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. |  | 06-16-14 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. |  | 12/12/2014 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | | | | | |
| | COMMISSIONERS' COURT APPROVAL | Date | | | |

HIDALGO COUNTY

EXECUTIVE ASSISTANT I

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high-level administrative operations of the County or department. May 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

Develops administrative procedures, standards, and methods

Prepares technical aspects of manuals and publications

Oversees the review and evaluation of work content for the purpose of developing effective administrative practices and formulating policies that may contribute to the improvement of public services provided by the County

Coordinates work with other governmental agencies and private organizations

Advises the County's executive on administrative matters within the County

Provides technical administrative assistance to the County executive

Assists in planning, preparing, or overseeing the preparation of reports

May assist the executive with general human resource management actions

May assist in budget preparation

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year related experience

Graduation from an accredited four-year college or university with major course work in business administration or a related field

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

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures involved in providing services and of applicable rules, regulations, and policies, as well as related legislative and legal practices and procedures

Ability to communicate effectively, and to handle high level administrative issues, to assign and/or supervise the work of others

Ability to analyze and solve work related problems

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:

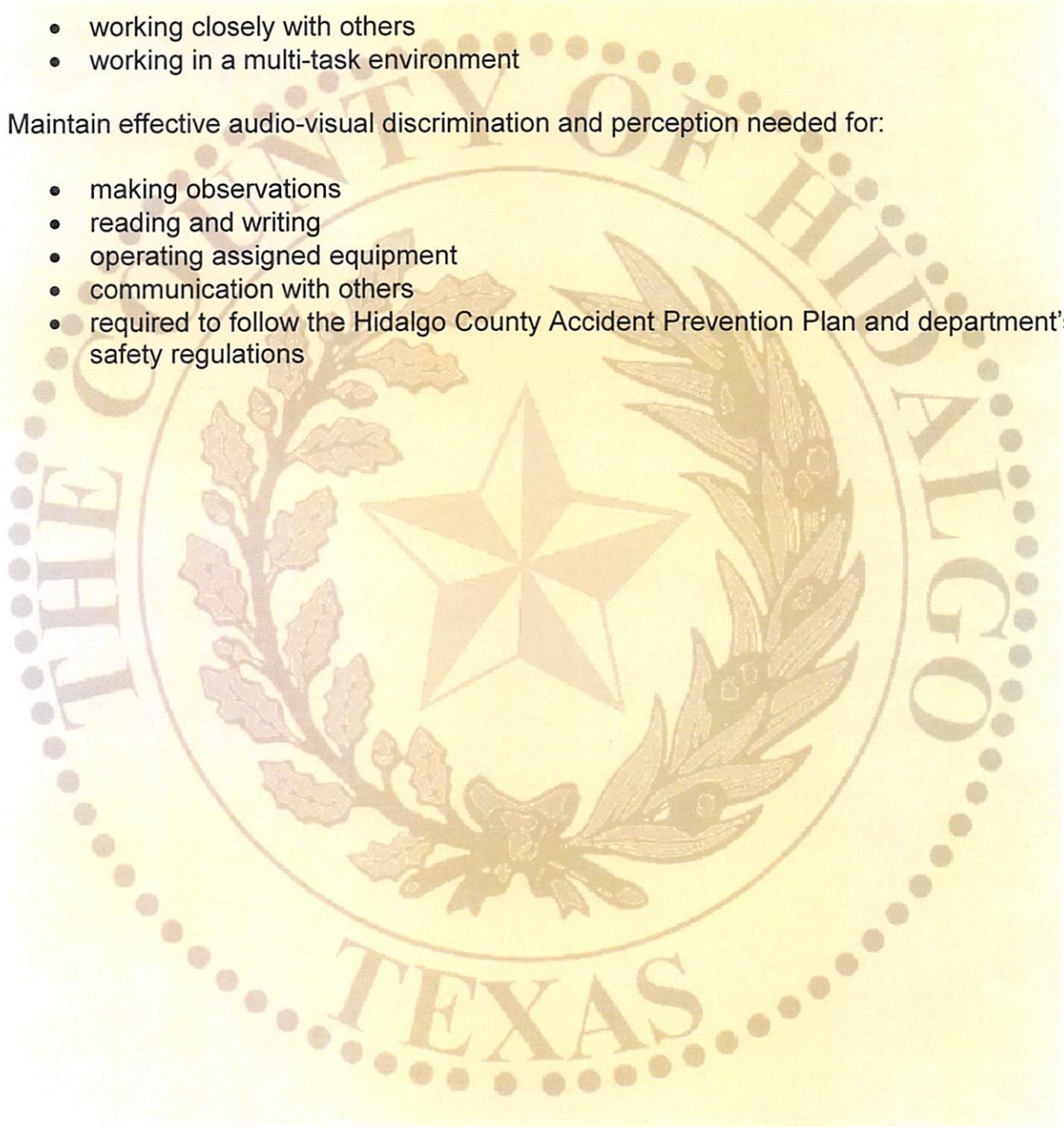
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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





COUNTY OF HIDALGO

Human Resources Department



JOB AUDIT FORM

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- (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: Rosa Salazar

Department: Sheriff's Office

Current Job Title/Grade: Administrative Assistant **II**

Proposed Job Title/Grade: Executive Assistant **I**

Immediate Supervisor: J.E. "Eddie" Guerra, Sheriff

Date: May 27, 2014

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.*

This position deals directly with the Sheriff, takes care of all incoming calls, prepares memos, coordinates appointments for Sheriff, and also handles the distribution of paper work from office within.

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

Current Duties:

answer calls by phone, coordinate appointments between other local departments and Sheriff and at times for Command Staff, disseminate incoming/outgoing faxes, etc., handle all incoming mail.

Proposed Duties:

handles the general public who wish to meet with Sheriff, coordinates Sheriff's agenda, draft press releases to media, help out with the implementation of old and new

- 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	<u>frequent</u>	<u>coordinate meetings</u>	<u>in person/by phone</u>
Department Heads	<u>frequent</u>	<u>coordinate meetings</u>	<u>in person/by phone</u>
Other outside Sources	<u>frequent</u>	<u>wishing to meet with sheriff</u>	<u>by phone</u>
Vendors /Organizations	<u>n/a</u>	<u>N/A</u>	<u>n/a</u>
Peers in other depts.	<u>frequent</u>	<u>questions, wishing meet with sheriff</u>	<u>in person /by phone</u>
General Public	<u>frequent</u>	<u>questions, wishing to meet w/ sheriff</u>	<u>in person /by phone</u>
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.

very minor

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.

<input checked="" type="checkbox"/> Operates no tools, machines or equipment. <input checked="" type="checkbox"/> No significant lifting required.	Position while working. % of total time																												
Identify tools, equipment, machinery and materials handled. Indicate approximate percentage of available work time: <table style="margin-left: 20px;"> <tr><td>Tools</td><td>0%</td></tr> <tr><td>Equipment</td><td>100%</td></tr> <tr><td>Machinery</td><td>0%</td></tr> <tr><td>Materials Weight</td><td>0%</td></tr> </table>	Tools	0%	Equipment	100%	Machinery	0%	Materials Weight	0%	<table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: right;">Frequency in position</th> </tr> </thead> <tbody> <tr><td>Walking</td><td style="text-align: right;">21%</td></tr> <tr><td>Standing</td><td style="text-align: right;">8%</td></tr> <tr><td>Lifting</td><td style="text-align: right;">1%</td></tr> <tr><td>Climbing</td><td style="text-align: right;">0%</td></tr> <tr><td>Pulling</td><td style="text-align: right;">0%</td></tr> <tr><td>Pushing</td><td style="text-align: right;">0%</td></tr> <tr><td>Cramped or confined spaces</td><td style="text-align: right;">0%</td></tr> <tr><td>Sitting</td><td style="text-align: right;">70%</td></tr> <tr><td>Other</td><td>_____</td></tr> </tbody> </table>		Frequency in position	Walking	21%	Standing	8%	Lifting	1%	Climbing	0%	Pulling	0%	Pushing	0%	Cramped or confined spaces	0%	Sitting	70%	Other	_____
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Water	0%	Office environment	100%																										
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 <input checked="" type="checkbox"/> High School Diploma/GED <input checked="" type="checkbox"/> Two year college (Associate's Degree) <u>1 year South Texas College</u> ___ 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 <u>5+</u> This type of job <u>5+</u> Related experience <u>5+</u> On-the-job training <u>5+</u> 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: Bryan M. Salazar Date: May 27, 2014

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 _____

Supervisor's Signature: Mely

Date: 5-30-14

Supervisor's Name and Title (please print)	Telephone #:	Email Address
<u>Mano Lopez, Chief Deputy</u>	<u>(950) 393-6007</u>	<u>Zujey.gamino@yahoo.com</u>



HIDALGO COUNTY

Personnel Adjustment Request Form



BUDGET & MANAGEMENT - BD
JUN 18 2014

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE / 280**

DATE: **5/30/2014**

CURRENT POSITION TITLE: **QUALITY ASSURANCE INSPECTOR**

CURRENT SLOT #: **001-415**

REQUESTED POSITION TITLE:

REQUEST FOR:

- New Position
- Temporary Position
- Position Reclassification*
- Other **DELETE POSITION**

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

POSITION SALARY REQUEST:

Salary Amount:

\$ 55,000.00 \$ 0.00 \$ (55,000.00)
 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: FLSA:
- Exempt Exempt
 - Non-Exempt Non-Exempt
 - N/A

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

DELETING VACANT POSITION. POSITION WILL NOT BE FILLED.

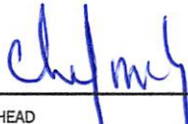
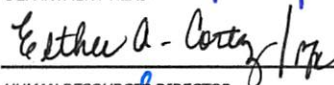
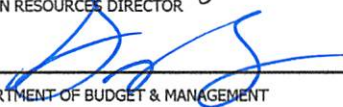
NEW POSITION: Brief job description and attach a copy of the new job description.

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.		<u>S-30-14</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>06-16-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>06/27/2014</u>	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: **SHERIFF'S OFFICE / 280**

DATE: **6/3/2014**

CURRENT POSITION TITLE:

CURRENT SLOT #: **001-418**

REQUESTED POSITION TITLE: **COMMUNICATIONS SUPERVISOR**

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 \$ 35,391.00 \$ 35,391.00
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 QUALITY ASSURANCE INSPECTOR SLOT #001-415 BEING DELETED

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 being created to assist in the Supervisory rotation and enhance our training efforts.

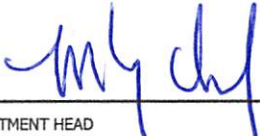
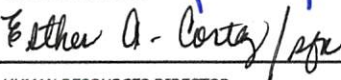

NEW POSITION: Brief job description and attach a copy of the new job description.

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.		<u>6/4/13</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	Date			
2.		<u>06-16-14</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	Date			
3.		<u>12/12/2014</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date			
4.					
	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY SHERIFF'S OFFICE

COMMUNICATIONS SUPERVISOR

GENERAL DESCRIPTION

Performs complex (journey-level) managerial work. Work involves supervising all communications staff to ensure efficient and effective handling of all incoming emergency and administrative calls by telephone or two-way radio from the public, County department, or other departmental or law enforcement personnel. Will obtain and share needed information via teletype equipment or computer. Works under limited supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and supervises the daily operations of communication officer (usually four) in the performance of their duties

Prepares shift schedules and coordinates time and attendance to meet the department's staffing needs

Supervises, monitors and directs the activities of 9-1-1 call-takers, dispatchers, trainers and training program/processes

Reviews shift activities at the end of the shift with relieving Supervisor to ensure accurate exchange of information

Evaluates employee performance and prepares performance appraisals as requested

May conduct citizen and internal complaint investigations (e.g. accept, review, prepare recommendations, attend disciplinary review boards, present findings, attend Law Enforcement Merit System Council meetings, etc.)

Assists in preparation and administration of plans in conjunction with legislative action, administrative procedure and joint action groups to provide frameworks for accomplishments of missions

Demonstrates continuous effort to improve operations, decrease turnaround times and streamline work processes

Prepares strategic plans for the department's goals and submits for upper management approval.

Attends meetings with other end users and agencies; conducts meetings as needed

In the absence of a Communications Officer, performs all the duties assigned to a Communications Officer

Responsible for insuring all law enforcement records created during the shift are properly documented and accounted for

Insures all calls received during the shift receive appropriate attention

Performs other related work as assigned

GENERAL QUALIFICATION GUIDELINES

EDUCATION and/or EXPERIENCE

Minimum of five (5) years of experience in communications, dispatching, and/or related work

Graduation from an accredited two (2) year college with an Associate's degree in related field

Special Law Enforcement telecommunications training

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

Bilingual (Spanish and English) with 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

Certificate as a Telecommunications Operator from the Texas Commission on Law Enforcement Officers Standard and Education (TCLEOSE) required

Knowledge, Skills, and Abilities

Knowledge of radio transmission procedures and of Federal Communications Commission rules and regulations governing operation of radio and teletype transmitting and receiving

Ability to communicate effectively both orally and in writing and speak clearly and concisely

Ability to speak effectively with citizens and employees of organizations

Ability to use radio and electronic data communications equipment

Ability to multitask in a stressful situation

Ability to keep accurate records

Ability to operate, or demonstrated ability to learn to operate, a computer

Ability to read and write in the English language

Ability to speak in English and Spanish

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write reports and correspondence

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Priorities for this position are constantly changing, employee must be able to adapt to urgent and stressful environments

Ability to train and supervise others

Must be able to work holidays, weekends, irregular hours and shift work with possible extension of shift hours, at times with short notice

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
- 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