



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Clerk's Office 180-004 180 **DATE:** 06/01/2015

CURRENT POSITION TITLE: Records Manager **CURRENT SLOT. #:** 0001

REQUESTED POSITION TITLE: Records Facility Manager
(For new positions or reclassifications)

REQUEST FOR:

- New Position
 Temporary Position
 Position Reclassification*
 Other Title Change Only

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

POSITION SALARY REQUEST:

Salary Amount: \$ 48,149.00 \$ 48,149.00 \$ 0
 Current Budgeted Salary Proposed 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 Temporary Object 121
 Part Time Temporary Object 122 \$ _____
 Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA:	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	
N/A	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	

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

TITLE CHANGE ONLY

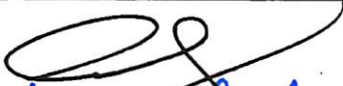
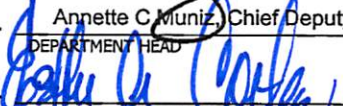

NEW POSITION: Brief job description and attach a copy of the new job description.

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.	 Annette C. Muniz, Chief Deputy DEPARTMENT HEAD	06/01/2015 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	06/12/2015 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/12/2015 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY CLERK'S OFFICE

RECORDS FACILITY MANAGER

GENERAL DESCRIPTION

The employee performs all duties required to assist the Hidalgo County Clerk's Records Management Department. This includes the implementation of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence. In addition, has general knowledge of electronic and other records storage systems.

EXAMPLES OF WORK PERFORMED

Assists the County Clerk with design, implementation and maintenance of the records management program in accordance with TSLAC (Texas State Library & Archives Commission) standards

Attends training relative to records management, as determined or recommended

Instrumentally involved in the Records Management budget process, in order to have appropriate funds available to maintain the day to day operation of the Records Management Facilities

In cooperation with elected officials and department heads identifies essential records and establishes a disaster plan for the Records Management Facility, to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense

Manages multiple records storage facilities for the County Clerk's Office

Manages employees within the Records Facility

Establishes procedures to ensure the permanent preservation of all historically valuable records of the county

Establishes standards for filing and storage equipment and archival supplies for the preservation of worthy items

Establishes and promotes a recycling program for the elected official and department head offices of the county, to include all remote sites

Provides records management advice and assistance to all county departments by preparation of relative "Hand-Out" and/or "Policies & Procedures" and by on-site consultation/s, when necessary

Designs and provides training on all facets of the records management program to all county departments

Establishes and updated the Records Management web page, to include relative forms and documents

Identifies and reports non-compliance by elected officials and department heads or other county personnel with policies and procedures of the records management program

Performs other duties and tasks as assigned by Hidalgo County Clerk's, Office Manager, Chief Deputy or County Clerk

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associates Degree in Office Administration

Degree may be substituted with at least five (5) years of administrative experience

Should have administrative experience in office or related work

Should have experience with government work

Knowledge, Skills, and Abilities

Ability to supervise and communicate effectively with staff and public

Ability to prepare and maintain detailed records, files and reports

Flexibility to be cross-trained in various departments

Ability to develop and provide training seminars to various county departments

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is required to stand, sit and use his/her hands. The employee may be required to handle or feel objects, tools, or controls, and to talk and listen extensively. The employee is required to reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move up to thirty-five (35) pounds. Specific vision abilities required by this job include close vision and the ability to focus and read standard font characters.

The employee will be required to lift boxes, climb ladders and place the boxes in shelving that reaches up to 16 feet.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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
- climb ladders in excess of 12 feet

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:

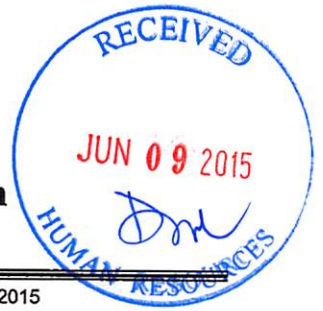
- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: County Clerk's Office 180-003 180 **DATE:** 06/01/2015

CURRENT POSITION TITLE: Records Management Specialist **CURRENT SLOT. #:** 002

REQUESTED POSITION TITLE: Official Records Manager
(For new positions or reclassifications)

REQUEST FOR:

- New Position Temporary Position Position Reclassification* Other Title Change only

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

POSITION SALARY REQUEST:

Salary Amount: \$ 38,222.00 Current Budgeted Salary \$ 38,222.00 Proposed Budgeted Salary \$ 0. 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 _____

Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____

Enter hourly rate for temp. positions

Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
CIVIL SERVICE:				
Exempt	<input type="checkbox"/>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input checked="" type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/>	
N/A	<input type="checkbox"/>			

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

TITLE CHANGE ONLY




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.	 Annette C. Muniz, Chief Deputy	06/01/2015		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	6/1/2015		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	06/19/2015		
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY CLERK'S OFFICE

OFFICIAL RECORDS MANAGER

GENERAL DESCRIPTION

Provides administration and management of the daily operations of the County Clerk Records Division located in the Courthouse while ensuring timely, accurate and professional services for recording of documents; Assists in providing public access to official public records while restricting access to closed records; Oversees project development activities and handles system upgrades and requests improvements and support from vendors; Develops budgetary requirements and manages personnel resources; Represents County Clerk's Office at various meetings, functions, and conferences.

EXAMPLES OF WORK PERFORMED

Ensures compliance with all rules and statutes by review of new legislation; Provides estimated fiscal impact and recommends implementation of new policies to comply with newly enacted legislation

Coordinates the archiving of documents retained by the CC Records Division for permanent storage and irretrievability

Provides trend analysis for document type filings, fee increases, data usage, annual filings, external changes affecting filings, and potential revenue sources

Coordinates multiple elements within the division to ensure goals are met in a timely manner

Represents the County Clerk's Office at various county functions

Maintains issuance and accountability records of all security paper

Coordinates the applications of security clearances for staff and access to state remote birth certificate systems

Works to evaluate current records management/automation programs to determine future applications

Processes delayed birth certificates

Establishes and maintains communications with other County, State, Federal, and Municipal agencies

Attends staff meetings; Prepares and submits weekly manager's reports

Helps establish and monitor office procedures

Establishes services and ensures a high level of customer satisfaction

Supervises employees comprised of the Vitals, Deeds and Recording departments at the Clerk's main office and the McAllen Substation.

Coordinates the review of proposed national standards, initiatives, and their effects on the office

Designs and Maintains the disaster recovery plan for the department

Develops training procedures and manuals

Reviews and coordinates consolidation and transfers of Local Registrar duties

Ensures the department is in compliance with the Department of State Health Services standards

Coordinates the annual certification of employees by the Office of the Attorney General

Performs all other related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree or equivalent in Business related field

Seven (7) years related experience

Three (3) years in a supervisory/management capacity

Knowledge, Skills, and Abilities

Must be Bondable

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

Attain Acknowledgement of Paternity Certification by Texas Attorney General Office and security clearance from State Bureau of Vital Statistics within one year

Excellent oral and written communication, presentation, and interpersonal skills

Demonstrate effective leadership and organizational skills

Thorough knowledge of all phases of County Clerk Records processes

Experience in the information systems environment, Microsoft Office programs, local area networks, and imaging software

Ability to conform, authorize and comply within the guidelines set by statutes, rules and County Clerk policies and procedures

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

