



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: Criminal District Attorney / 080

DATE: 9/23/2015

CURRENT POSITION TITLE: VICTIM ASSISTANCE COORDINATOR

CURRENT SLOT. #: 002-111

REQUESTED POSITION TITLE: VICTIMS UNIT PROGRAM DIRECTOR
(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: \$ 50,000.00 Current Budgeted Salary \$ 50,000.00 Proposed Budgeted Salary \$ 0.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other _____

POSITION Type:

Full Time Employee Object 113 *DT* 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 checked="" type="checkbox"/> <i>DT</i>	FLSA: Exempt	<input type="checkbox"/>	
Non-Exempt	<input type="checkbox"/>	Non-Exempt	<input checked="" type="checkbox"/> <i>DT</i>	
N/A	<input type="checkbox"/>			

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

The change in position title is necessary to be in line with the duties, responsibilities and tasks undertaken by this position. The duties now call for the supervision of the Hidalgo County Criminal District Attorney's Office Victims Assistance Services Program and supervision of the advocates.

2015 SEP 30 PM 4 01
HIDALGO COUNTY
BUDGET OFFICE

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)

ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	<u>Rosendo Corti</u>	<u>09/24/15</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.	<u>Esther A. Cortez by Supriano</u>	<u>09.30.15</u>	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.	<u>[Signature]</u>	<u>10/06/2015</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 DISTRICT ATTORNEY'S OFFICE

VICTIMS UNIT PROGRAM DIRECTOR

GENERAL DESCRIPTION

Responsible for the daily operation of the Victims Unit, supervision and training of staff, and administration and compliance of grants that provide victim services: Ensures that information to victims of crime and their families is provided in compliance with the Texas Code of Criminal Procedure: Chapter 56. Position requires a high level of confidentiality. Under the supervision of the Hidalgo County Criminal District Attorney

EXAMPLES OF WORK PERFORMED

Responsible for the daily operation of the Victims Unit

Responsible for the submitting required reports for grants

Responsible for training and supervision of Victims Unit staff

Administration and compliance of victim services grants

Responsible for the grant writing, grant monitoring visits, and operational procedures for grants to provide victim assistance

Supervises the Victim Assistance Coordinator and Victim Advocates

Will serve as the Crime Victim Liaison between the local police departments and the district attorney's office

Coordinate with local community agencies and other community based victim services agencies to ensure victims are provided information on victims' rights

Assist attorneys with case staffing; ensures all cases are assigned as necessary

Provide training or education to the victims of crime and the community

Assist victims with completion of Victim Impact Statement, Crime Victims Compensation applications or Restitution forms and other related forms

Coordinate the gathering and submission of information for payment of medical examinations under the Texas Code of Criminal Procedure for victims

Assist in providing crisis counseling as necessary

Prepare and maintain statistical records; record case file information in tracking system

Refer victims or their families to social service agencies that may offer additional assistance

Duties may require travel to and from different locations inside and outside the County of Hidalgo for the purpose of interviewing and gathering information from a victim

Responsible for protecting the rights of the victim and survivors of violent crimes

Performs administrative duties such as preparing correspondence and processing incoming mail for case files

May provide training within the criminal justice system and in the community to facilitate increased knowledge and understanding of family violence dynamics and to promote sensitivity to victims

Perform related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in psychology, social work, criminal justice or related field

Two years experience in a social service agency, preferably dealing with sexual assault and domestic violence issues

Experience and ability to respond in a supportive way to people in crisis

Knowledge of domestic violence and sexual assault

Working knowledge of Texas laws pertaining to domestic violence and sexual assault, as well as the justice system's response to these crimes

Familiarity with the network of social and legal services, resources and procedures available in Hidalgo County area

Adequate personal health, social maturity, and emotional stability to fulfill the functions of the position

Certificates, License and Registration

Applicant must have a current valid Texas operator's driver's license

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

THIS IS A SECURITY SENSITIVE POSITION - Position requires gathering, disseminating and storing sensitive crime victim's documents and offense reports

BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION

Knowledge, Skills, and Abilities

Knowledge of grant compliance and grant writing skills

Ability to administer federal and state grants and submit required reports

Ability to maintain full confidentiality concerning victims and their families

Ability to respond with sensitivity and awareness to victims of crime

Must follow strict rules regarding the gathering, disseminating, and storing sensitive crime victims' documents, reports, and other information

Ability to read, analyze and interpret statutory provisions, medical records and reports, general business periodicals, professional journals, technical procedures, and other government regulations

Ability to read, write and speak both English and Spanish

Experience preparing summary reports, chronologies, and analyses of medical records

Excellent interviewing and counseling skills

Ability to plan and organize effectively

Ability to establish and maintain effective working relationships with attorneys, county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, and the general public

Ability to effectively present information and respond to questions from attorneys, victims, supervisors, advocacy and assistance groups and the general public

Must have experience with word processing and general knowledge of personal computers

Computer proficiency in Microsoft Word, Excel and Publisher and be familiar with other MS Windows products and related software

Comfortable using newer technologies such as governmental apps and databases

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