



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTANT I**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the supervision, performs government accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and accounting record; analyzes and reconciles accounts; prepares journal entries and financial statements; and performs related work as required.

EXAMPLES OF WORK PERFORMED

Maintain a variety of ledgers and journals by analyzing and balancing accounts, reviewing balance sheets, revenue and expenditure/expense ledgers, and financial statements for unusual fluctuations, and resolving discrepancies

Prepare annual and interim financial statements and reports for assigned funds

Analyze and reconcile accounts and prepare appropriate journal entries

Review fiscal records to ensure proper disbursement of funds to different accounts

Reconcile and analyze grants and record related receivables and deferrals

Provide budget information to County departments on a timely basis

Complete year-end schedules, notes, and other items related to the annual audit

Perform any other related duties as may be assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree from an accredited four-year (4) college or university in Accounting;

Experience in governmental accounting

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the use of personal computer and related office equipment

Skill in the use of standard software applications (e.g., Microsoft Word, Excel, Power Point, and Outlook)

Skill in the use of 10-key calculator by touch

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

Ability to establish and maintain effective working relationships with coworkers

Ability to communicate effectively, both orally and in writing

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTANT II**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs routine accounting work. Work involves maintaining, preparing, posting, and balancing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, budgeting, or bond servicing. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

Prepares financial statements with schedules and exhibits

Prepares special reports on payroll, estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Audits accounting or control records for accuracy and conformance to established standards and procedures

Researches reconciliation discrepancies and reports findings

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

Provides technical assistance to staff in handling accounting transactions

May serve as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

May work with state and federal grants

May monitor clerical work in progress and audit completed work for accuracy

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) to two (2) years experience in governmental or commercial accounting

Graduation from an accredited four (4) year college or university with a Bachelors in Business Administration preferably in Accounting or Finance, with nine (9) hours in accounting)

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting maintenance of accounting records and of automated accounting systems

Ability to supervise the work of others

Ability to interpret and apply accounting theory

Ability to work accurately with numerical detail

Ability to analyze, consolidate, and interpret accounting data

Ability to train others

Knowledge in MS Word, Excel and 10-key calculator

Knowledge in Uniform Grants Management Standards (UGMS) preferably

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTANT III**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee will perform moderately complex accounting work. Work involves preparing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment and may supervise the work of others.

EXAMPLES OF WORK PERFORMED

Prepares and/or oversees the preparation of financial statements with schedules and exhibits

Prepares and/or oversees the preparation of technical reports on estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

Prepares various reports on federal grants, regulations, and statistics, as required

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Provides technical assistance to technical and lower-level accounting staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

May train staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) to three (3) years of progressive experience in accounting, governmental accounting, or commercial accounting

Graduation from an accredited four-year college or university with a Bachelor's in Business Administration with major coursework in Accounting or Finance with fifteen (15) hours of accounting courses

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles and procedures; of budget controls; and of purchasing methods and procedures

Knowledge of MS Word, Excel and 10-key calculator

Ability, to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory

Ability to supervise the work of others

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTANT IV**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs complex accounting work. Work involves preparing and overseeing the preparation of financial statements, records, and reports. May specialize in some phase of accounting work such as federal funds accounting; property and equipment control, cost, payroll, or bond servicing. May assign and/or supervise the work of others. Employee works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares financial statements, budgets, vouchers, and payrolls submitted by the agency

Prepares technical reports on estimates, cost data, and budget limits

Prepares monthly status analyses of funds and expenditures

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Maintains and/or oversees the maintenance of systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs

Reviews various records, reports, applications, and contracts

May instruct staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May approve and sign expense accounts and purchase vouchers submitted for payment

May assist in planning accounting and clerical work procedures

May direct the maintenance of accounting records on receipts and disbursements

May allocate tax revenues to the appropriate funds

May assign and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years demonstrated experience in accounting, governmental accounting, or commercial accounting, including supervisory experience

Graduation from an accredited four (4) year college or university with major course work in accounting or finance with fifteen (15) hours of accounting courses

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the agency's fiscal program; of governmental accounting; of budget control methods, policies, and procedures; and of laws and regulations pertaining to financial operations

Ability to interpret and apply accounting theory

Ability to plan and coordinate financial programs

Ability to plan procedures and coordinate accounting operations

Ability to interpret laws and regulations

Ability to assign and/or supervise the work of others

Knowledge in Uniform Grants Management Standards (UGMS) and GAAP

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTING CLERK I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs routine technical accounting work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances financial accounting documents and records

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures

Prepares payment, cash, general journal, and related vouchers

Reconciles accounts and bank statements or appropriation balances

Researches discrepancies, and reports findings

May assist with an annual inventory of equipment and supplies

May perform payroll-related activities

May perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal

May receive cash, prepare deposit slips, and maintain cash control records

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience with accounting or bookkeeping principles

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTING CLERK II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs routine technical accounting work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances financial accounting documents and records

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures

Prepares payment, cash, general journal, and related vouchers

Reconciles accounts and bank statements or appropriation balances, researches discrepancies, and reports findings

Assists with the preparation of financial statements and operating reports

May assist in preparing the budget

May assist with an annual inventory of equipment and supplies

May perform payroll-related activities

May perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal

May audit and approve field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records

May receive cash, prepare deposit slips, and maintain cash control records

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years experience with accounting or bookkeeping principles

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Ability to review work for accuracy

Ability to accurately perform detailed numerical work

Ability to make arithmetical computations, and to prepare financial and accounting records

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTS PAYABLE SPECIALIST I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry level accounts payable work. Work involves processing of County invoices and payment in a timely manner. Communicate with County departments regarding purchase orders, invoices and payments. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments.

EXAMPLES OF WORK PERFORMED

Examines claims for validity and completeness prior to invoice entry

Maintains manual and automated batch log to ensure appropriate release of checks

Processes void and manual checks

Maintains and enter information for claims to generate appropriate checks for Commissioner's Court

Interacts with County departments regarding vendor data or policies

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year of related experience required

CERTIFICATES, LICENSES AND REGISTRATION

Must have current valid Texas motor vehicle operator's license

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

KNOWLEDGE, SKILLS AND ABILITIES

General accounting knowledge

Good verbal and written communication

Knowledge of MS Word, Excel, and 10-key calculator

Understand record keeping techniques

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTS PAYABLE SPECIALIST II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs accounts payable work. Work involves processing of County invoices and payment in a timely manner. Communicate with County departments regarding purchase orders, invoices and payments. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments.

EXAMPLES OF WORK PERFORMED

Alerts departments of discrepancies with purchase orders and invoicing

Verifies account balances for deficiencies

Advises department regarding procedures for processing of payments

Submits journal entries for corrections or adjustments to accounts

Examines claims for validity and completeness prior to invoice entry

Maintains manual and automated batch log to ensure appropriate release of checks

Processes void and manual checks

Maintains and enter information for claims to generate appropriate checks for Commissioner's Court

Interacts with County departments regarding vendor data or policies

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Business Technical training

Two (2) years experience in accounts payable capacity

CERTIFICATES, LICENSES AND REGISTRATION

Must have current valid Texas motor vehicle operator's license

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

KNOWLEDGE, SKILLS AND ABILITIES

General accounting knowledge

Good verbal and written communication

10-key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ACCOUNTS PAYABLE SPECIALIST III**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs mid-level accounts payable work. Work involves processing of county invoices and payment in a timely manner. Communicate with County departments regarding purchase orders, invoices and payments. Work may involve grants or Capital Improvement projects with the County. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments. May train and/or oversee other staff.

EXAMPLES OF WORK PERFORMED

- Alerts departments of discrepancies with purchase orders and invoicing
- Verifies account balances for deficiencies
- Advises department regarding procedures for processing of payments
- Submits journal entries for corrections or adjustments to accounts
- Examines claims for validity and completeness prior to invoice entry
- Maintains manual and automated batch log to ensure appropriate release of checks
- Processes void and manual checks
- May work with grant related or special revenue payment processing with categorical threshold limits
- May review and process Capital Improvement payments with special revenue funds
- Interacts with County departments regarding vendor data or policies
- May research historical payments for other departments requesting information
- Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

- Graduation from a high school or equivalent (GED)

Business Technical training

Two to three (2-3) years experience in accounts payable in a governmental or commercial setting

CERTIFICATES, LICENSES AND REGISTRATION

Must have current valid Texas motor vehicle operator's license

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

KNOWLEDGE, SKILLS AND ABILITIES

General accounting knowledge

Good verbal and written communication

10-key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

Able to utilize all office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATIVE ASSISTANT I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in clerical work or administrative support work

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATIVE ASSISTANT II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs routine administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under moderate supervision with limited latitude for the use of initiative and independent judgment and may train others.

EXAMPLES OF WORK PERFORMED

- Prepares and disseminates information concerning agency programs and services
- Prepares, edits, and distributes correspondence, reports, studies, forms, and documents
- Develops, coordinates, and maintains record keeping and filing systems
- Responds to inquiries and interprets rules, regulations, policies, and procedures
- Assists in the development of administrative or technical assistance policies and procedures
- Assists in planning meetings and conferences
- May assist in researching, composing, designing, or editing agency publications
- May review and route mail
- May train others
- Performs related work as assigned

EXPERIENCE AND EDUCATION

- One to two (1-2) years of experience in administrative support work in a governmental setting
- Graduation from a high school or equivalent (GED)
- Certification of completion from vocational training

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement administrative procedures

Ability to interpret rules, regulations, policies, and procedures

Ability to communicate effectively

Ability 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATIVE ASSISTANT III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs complex administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Participates in the planning and execution of an agency program

Develops, coordinates, and maintains record keeping and filing systems

Responds to inquiries regarding rules, regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Assists in the development of administrative or technical assistance policies and procedures

May coordinate work between organizational units of the agency

May assist in compiling and analyzing data, making calculations, and preparing reports

May assist in the preparation of presentations for administrative hearings

May research, compose, design, or edit agency publications such as brochures, forms, and manuals

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) to three (3) years of experience in administrative support work

Graduation from a junior college with an Associate's degree in administrative support

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices and administrative procedures

Skill in standard office equipment and software

Ability to implement administrative procedures and to evaluate their effectiveness

Ability to interpret rules, regulations, policies, and procedures

Ability to communicate effectively

Ability to train others

Ability to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATIVE ASSISTANT IV**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs advanced (senior-level) administrative support or technical program assistance work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee may supervise the work of others and may train others. Employee works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs complex technical assistance work for an agency program

Prepares, interprets, and disseminates information concerning agency programs and procedures

Prepares, edits, and distributes correspondence, reports, studies, forms, and documents

Responds to inquiries regarding technical program or administrative regulations, policies, and procedures

Coordinates meetings, conferences, and seminars

Develops administrative and technical policies and procedures

Develops, coordinates, and maintains record keeping and filing systems

May assist in the implementation of program planning

May assist in compiling and analyzing data, making calculations, and preparing reports

May research, compose, design, or edit agency publications such as brochures, forms, manuals, and reports

May research technical and policy issues

May develop training materials

May train others

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) to four (4) years of experience in administrative support work in a government setting

Graduation from an accredited four (4) year college or university with major course work in related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to implement new systems and procedures and evaluate their effectiveness

Ability to communicate effectively

Ability to effectively interpret programs and plans

Ability to train others

Ability to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATOR, COUNTY MANAGEMENT**
Grade: 21

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATOR, INDIGENT DEFENSE**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Responsible for ensuring the Indigent Defense Office provides a full range of services to indigent criminal defendants. Directs and coordinates the day-to-day operations of the Indigent Defense Office. Utilizes subordinate managerial personnel. Provides advice and counsel to managerial personnel and to the staff as a whole. Is responsible for all administrative, managerial, and budgetary decisions. Develops and approves all policies and procedures utilized in the office.

EXAMPLES OF WORK PERFORMED

Directs and coordinates the overall day-to-day operations and ensures that policies and procedures are followed. Works with Attorneys and other county offices to develop manage and support the office

Supervises, evaluates, develops, and trains staff in all areas involved in the indigent defense office

Resolves disputes between Judges, court personnel, district attorneys, clients, general public, and in-office personnel

Determines appropriate action to be taken for unusual or extremely serious or complex situations

Consults and confers with subordinate managerial personnel in order to resolve problems; to integrate and to modify operational strategies, policies, and tactics; to formulate responses to changing internal and external environmental conditions; and to develop and implement tactical plans and long range goals and objectives

Prepares and approves budgetary input and expenditures

Attends and coordinates management meetings, develops input on policies and procedures, and performs related operational management duties

Serves on various committees as a representative of the Indigent Defense Office

Conducts presentations at conferences and seminars. Speaks before incarcerated persons, community, and social and citizens groups to improve and explain the Indigent Defense program and its direction and scope

Authorizes any interaction with the press, presents information, and answers questions by the press, and responds to the public or media's request for information

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's Degree in Public Administrator Business Administration, Political Science or related field; or experience in court administration, court clerk procedures and cases flow management, may be substituted for education on a year to year basis

Must have no less than one (1) year grant management experience

Must have experience in meeting with representatives of funding sources to work out details of specific grants

Must have experience in assisting department personnel in writing periodic reports to comply with all grant requirements

Must have experience compiling and analyzing data on court activity to monitor management performance and prepare activity reports

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Must have a clear understanding of the Texas Task Force on Indigent Defense Program. Considerable knowledge of court procedures; good knowledge of case management; basic fundamental knowledge of computers in a windows environment

Skill in managing multiple projects simultaneously; skill in communication effectively with diverse groups of individuals utilizing tact and diplomacy; skill in researching (to include computer-based research) and interpreting legal information. Ability to adjust to rapidly fluctuating situations

Ability to operate basic office equipment; ability to establish and maintain effective working relationships with subordinates, co-workers, County employees, Department Heads, Elected/Appointed Officials, outside organizations, attorneys, the news media and the general public

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 encounters 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 County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADMINISTRATOR, VICTIMS PROGRAMS UNIT**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

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

EXPERIENCE AND EDUCATION

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

Two (2) 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, LICENSES 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADULT SUPERVISION OFFICER**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance (senior-level) community supervision and correctional duties for adult probationers. Work involves reviewing and investigating cases, and develops and implements supervision plans and recommendations to ensure compliance with policies and procedures, federal, state, and local regulation. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Supervises and counsels community supervision clients

Completes case classification assessment/re-assessments and develops appropriate supervision plans

May act as a liaison with internal staff, community resources and other outside agencies to develop and implement and informed plan of supervision; identifies appropriate rehabilitative services; responds to inquiries from clients and the public

Monitors and enforces Conditions of Community Supervision; escalates violations as proficiently as possible

Prepares and completes pre and post-sentence reports, social and developmental histories and other documentation in accordance with applicable standards, policies and procedures

Provides probationers with structure, discipline and direction necessary to help identify, understand, and correct his/her problems by using appropriate and effective counseling techniques

Required to make critical and sound decisions during emergencies or potentially dangerous situations

Reviews and maintains case files to ensure compliance with established policies and procedures to maintain funding requirements

Organizes case files in accordance with departmental procedures

Adheres to and complies with Texas State Laws, Probation Standards, Court orders, Department policies/procedures and directives and the Probation Officer's Code of Ethics

May consult with courts, prosecutors (attorneys), law enforcement and other agencies concerning the probationers compliance

May be required to work irregular hours on a flex-time basis and/or travel to high-crime areas during daytime and evening hours

Performs others related duties as assigned

EXPERIENCE AND EDUCATION

Must have a Bachelor's Degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; unless

The Bachelor's Degree is in criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology, or sociology, the person must have:

(A) one (1) year of graduate study in one of those fields; or

(B) one (1) year of experience in full-time casework, counseling, or community or group work

CERTIFICATES, LICENSES AND REGISTRATION

May be required to complete annual training hours as required by the Community Justice Assistance Division

Applicants are subject to an extensive background investigation and may be finger printed

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge and understating of the concepts of probation standards and ethics in the State of Texas

Ability to maintain a high degree of professionalism

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have knowledge of computers and spreadsheets preferred

Must have good writing and communication skills

Must be will organized

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADVANCED CLINICAL PRACTITIONER**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) clinical healthcare/nursing work. Work involves assessing, planning, and providing comprehensive patient care independently or in collaboration with health care professionals. Plans, assigns, and supervises the work of other nursing professionals. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides specialized consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

Plans, implements, and evaluates nursing care consistent with medical care prescribed by a physician

Evaluates patient's condition and formulates plan of care to maintain healthy progress

May administer medications and treatments within delineated parameters; institutes lifesaving emergency measures

Orders tests to detect disease processes

Initiates or modifies medical treatment when and to the extent authorized by the treating Physician

Creates and maintains accurate records, reports, and legal documents

Manages primary acute or chronic care in collaboration with health team members

Identifies problems and makes suggestions for change to facilitate continuity of patient care, meeting patient needs and the mission of a health care facility

Shares clinical expertise as consultant and instructor and utilizes health promotion strategies

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Develops in-service training and educational programs

Develops and participates in quality assurance programs

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, or quality of service

Plans, assigns, and supervises the work of others

May assists with patient flow and customer service

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum of seven (7) years of experience working as a Nurse Practitioner or Physician Assistant within a collaborative primary care environment

Graduation from an accredited four (4) year college or university with a Master's degree in nursing, physician assistant or a related field required

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

CERTIFICATES, LICENSES AND REGISTRATION

Must be certified as a Licensed Registered Nurse in the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact and approved by the Board of Nurse Examiners for the State of Texas to practice as an Advanced Practice Nurse; or must be certified as a Licensed Physician Assistant in the State of Texas

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of physical assessment and nursing techniques, principles, and procedures

Knowledge of health care laws and regulations

Knowledge of community health care principles, practices, and procedures

Knowledge of principles, methods, and procedures for the delivery of medical evaluation, diagnosis, and treatment

Ability to organize, coordinate, and evaluate health care/nursing activities and delivery of health care services

Ability to explain public health law

Ability to communicate effectively

Ability to plan, assign, and/or supervise the work of others

Knowledge and skills to lead a community health nursing team

Ability to direct and coordinate programs of care working collaborative and autonomously

Knowledge and understanding of policy and guideline implementation, review, monitoring and evaluation

Knowledge and understanding of involvement of patient and public in service delivery, development and design

Ability to plan and organize daily work routine

Ability to coordinate, audit, and control manpower and financial resources efficiently and effectively

Must have experience working with spreadsheets and/or word processing software

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ADVOCATE**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Coordinates support services and information to crime victims, and their families in compliance with the Texas Code of Criminal Procedure; Ensures that crime victims and/or their families are afforded the rights granted to victims by the Texas Code of Criminal Procedure. Prepares all needed information required for presentation of the victim's court case. Position requires a high level of confidentiality. Under the supervision of the Hidalgo County Criminal District Attorney's Office: Victims Program Unit.

EXAMPLES OF WORK PERFORMED

Prepares victims for interviews with prosecutors and provides court accompaniment

Conducts assessment of victim and family needs and make appropriate referrals for on-site or off-site services to medical, mental health services, and community based victim services

Assists victims in applying for Crime Victims Compensation (CVC) and follows up with the CVC claims and procedures

Assists victims in registering for the VINE system (Victim Information Notification Every Day) in an effort to keep victim informed of the criminal justice process.

Provides crisis intervention and peer counseling as needed

Assists and explains to victims the Court Order Restitution process

Notifies victims of court proceedings and case dispositions as needed to include Indictment Notification and Restitution Hearings

Provides and explains Victims' Rights under Texas Code of Criminal Procedure Chapter 56

Assists victims with submitting Victim Impact Statements

Refer victim for post sentence services with the Texas Department of Criminal Justice

Assists victims with referrals for legal services and legal remedies available

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

Duties may require travel to and from different locations inside and outside the county

Performs related work as assigned

EXPERIENCE AND EDUCATION

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

Five (5) years experience in a social service agency, preferably dealing with victims of sexual assault, domestic violence, crimes against children, survivors of homicide victims, and other violent crime

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

Knowledge of domestic violence, sexual assault, and child abuse dynamics

Working knowledge of Texas laws pertaining to domestic violence and sexual assault, Texas Code of Criminal Procedure Chapter 56 & 42, 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

CERTIFICATES, LICENSES AND REGISTRATION

Registration, Certification, and Licensure Applicant must have a current valid Texas operator's driver's license

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to maintain full confidentiality about victims and their families

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

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations

Ability to read, write and speak both English and Spanish

Ability to write generalized report

Excellent interviewing and counseling skills

Ability to plan and organize effectively

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

Ability to effectively present information and respond to questions from groups, supervisors and the general public

Ability to maintain full confidentiality concerning victims and their families

Ability to respond with sensitivity and awareness to victims of crime

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

Computer Skills

Must have some personal computer knowledge

Ability to learn new computer software

Must be familiar with MS Windows products

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

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AIR CONDITION TECHNICIAN I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves maintaining and repairing HVAC equipment. Employee works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance on HVAC equipment and systems

Observes and performs periodic inspections to ensure efficiency of refrigeration and heating systems

Checks performance of thermostats, automatic controls, and pressure gauges

Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps; replaces belts; and changes and cleans filters

Replaces defective compressors on refrigeration systems, cleans and recharges systems, and repairs motors and thermostats

May overhaul air compressors and pumps associated with HVAC equipment and systems

May maintain records of repairs and gauge readings of temperatures, oil levels, and pressures

Will be required to learn and interpret architectural and engineering specifications

May coordinate parts and material requirements with supply room or warehouse

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to Two (1-2) years of experience in HVAC work

Must be a certified ACR-Air Conditioning Refrigeration Technician

Graduation from a high school or equivalent (GED) supplemented by vocational or special training in Air Conditioning

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

Must have an EPA universal handler certification

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general principles and theory of pressure, vacuum, vaporization, heat conduction, and of safety regulations

Skill in the use of tools used in the maintenance and repair of HVAC equipment

Ability to understand and follow directions

Ability to work from blueprints and sketches

Ability to maintain proper heating, ventilation, and air conditioning levels

Ability to diagnose malfunctioning units

Ability to maintain records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AIR CONDITION TECHNICIAN II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs complex heating, ventilation, and air conditioning (HVAC) equipment work. Work involves installing, repairing, maintaining, and servicing plant equipment and component parts in units such as heating, air conditioning, ventilating, and power distribution systems. Employee may supervise the work of others. Employee works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Overhauls and services air conditioning, heating, and ventilating equipment

Overhauls pumps, air compressors, and circulating pumps associated with HVAC equipment and systems

Repairs and replaces worn or broken parts on condensers, compressors, and water and vacuum pumps

Repairs or adjusts valves, piping connections, fittings, and couplings

Tests refrigeration equipment for refrigerant leaks

Removes and installs motors, thermostats, and humidistats

Adjusts expansion valves and adds gas to refrigeration units

Checks gauges and performs preventive maintenance work

Maintains records and prepares reports on repairs and service to equipment

Maintains, tests, and repairs backup generators and power supply systems

May plan and oversee the installation of air conditioning and heating

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to Three (2-3) years of experience in HVAC work

Graduation from a high school or equivalent (GED), supplemented by vocational or special training in Air Conditioning

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Must be able to obtain a Class B certification from the State of Texas within one year

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, materials, tools, and equipment of air conditioning, heating, ventilating, and plumbing; and of mechanical operation, maintenance, and repair

Skill in the use of tools used in the maintenance and repair of HVAC equipment

Ability to understand and follow directions

Ability to work from blueprints and sketches

Ability to maintain proper heating, ventilation and air conditioning levels

Ability to maintain labor and materials records

Ability to prepare reports

Ability to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AIR CONDITION TECHNICIAN III**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs senior level complex heating, ventilation, and air conditioning (HVAC) equipment work. Work involves installing, repairing, maintaining, and servicing plant equipment and component parts in units such as heating, air conditioning, ventilating, and power distribution systems. Employee may supervise the work of others. Employee works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Diagnoses, repairs, and maintains existing HVAC systems including chilling and heating systems and checks chemical treatments

Overhauls pumps, air compressors, and circulating pumps associated with HVAC equipment and systems

Repairs and replaces worn or broken parts on condensers, compressors, and water and vacuum pumps

Examines properties for load conditions and duct design

Repairs or adjusts valves, piping connections, fittings, and couplings

Tests refrigeration equipment for refrigerant leaks

Removes and installs motors, thermostats, and humidistats

Adjusts expansion valves and adds gas to refrigeration units

Performs preventative maintenance checks on all major mechanical equipment; diagnoses equipment malfunctions and operating efficiency of mechanical equipment

Maintains records and prepares reports on repairs and service to equipment

Maintains, tests, and repairs backup generators and power supply systems

May plan and oversee the installation of air conditioning and heating

Coordinates projects with outside contractors

Complies with all applicable health and safety regulations, policies, and established work practices

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience in HVAC work

Graduation from a high school or equivalent (GED) supplemented by vocational or special training in Air Conditioning

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

CERTIFICATES, LICENSES AND REGISTRATION

State of Texas Air Conditioning Contractors License Class A or B Environment within two (2) years of date of hire

EPA Certification

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, materials, tools, and equipment of air conditioning, heating, ventilating, and plumbing; and of mechanical operation, maintenance, and repair

Able to do diagnostic and troubleshooting techniques and procedures

Skill in the use of tools used in the maintenance and repair of HVAC equipment

Ability to understand and follow directions

Ability to work from blueprints and sketches

Ability to maintain proper heating, ventilation and air conditioning levels

Ability to maintain labor and materials records

Ability to prepare reports

Ability to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ANIMAL CONTROL SPECIALIST I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level animal control work. Work involves pickup and impound of stray and/or dangerous animals. Investigate reports of animal bites and dangerous or vicious animals. Safely and humanely capture and transport animals, including those who are sick, injured or potentially dangerous. Perform field tranquilization on ill, injured or dangerous domestic animals or wildlife.

EXAMPLES OF WORK PERFORMED

Respond to observed or reported emergency situations and ordinance violations

Write reports and record data on appropriate log/forms

Dispatch service/trouble calls to field personnel

Answer citizen questions and provide assistance

Counsel/educate citizens regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)

Issue citations

Clean and maintain equipment, tools, etc.

Clean, feed and care for animals

Euthanize animals when necessary

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year experience in related field with direct contact with animals

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of county area and roads, etc.

Knowledge of laws, regulations and ordinances concerning licensing and impounding of animals

Skill in safely handling animals, including those with unknown temperament

Skill in establishing and maintaining good working relationships with other county employees and the public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ANIMAL CONTROL SPECIALIST II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level animal control work. Work involves pickup and impound of stray and/or dangerous animals. Investigate reports of animal bites and dangerous or vicious animals. Safely and humanely capture and transport animals, including those who are sick, injured or potentially dangerous. Perform field tranquilization on ill, injured or dangerous domestic animals or wildlife. May supervise staff; provide work assignments, evaluations, and guidance to others.

EXAMPLES OF WORK PERFORMED

Respond to after-hours emergency calls as needed by Hidalgo County

Investigate reports of animal bites and dangerous domestic animals or wildlife

Will train and lead other staff in performing duties, investigation techniques, bite reporting, and injured animal handling

Dispatch service/trouble calls to other personnel

Write reports and record data on appropriate log/forms

Dispatch service/trouble calls to field personnel

Answer citizen questions and provide assistance

Counsel/educate citizens regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)

Issue citations and testify in court

Attend training sessions for certifications, or as required by management

Clean and maintain equipment, tools, etc.

Clean, feed and care for animals

Euthanize animals when necessary

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Two (2) years experience in related field with direct contact with animals

CERTIFICATES, LICENSES AND REGISTRATION

Must have current certification with State of Texas as an animal control officer or obtain certification at the basic level within six (6) months and at advanced level within 18 months of employment

Must obtain certification as a euthanasia technician with six (6) months of employment

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Good verbal and written communication

Ability to deal with irate citizens

Knowledge of dog breeds and behaviors

Knowledge of county areas, roads, etc

Knowledge of laws, regulations and ordinances concerning licensing and impounding of animals

Skill in safely handling animals, including those with unknown temperament

Able to carry out medical treatments as directed by veterinarians

Skill in establishing and maintaining good working relationships with other county employees and the public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **APPLICATION DEVELOPER I**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry to routine computer application development. Uses advanced skills and broad knowledge to perform duties to support, maintain, and develop computer applications and/or solutions to facilitate business needs.

EXAMPLES OF WORK PERFORMED

Use programming languages to code computer instructions from systems

Analyzes, defines, and documents requirements for data, workflow, logic processes, hardware and operating system environments

Interfaces with other systems, internal and external checks and controls, and outputs

Provides user support to resolve computer applications, capabilities, alternative programming approaches and limitations

Works with user department to resolve specific problems and make changes as necessary

Trains in house programs personnel in user departments in any specific areas

Maintains documentation to describe program development, logic, coding, testing, changes, and corrections

EXPERIENCE AND EDUCATION

One to two (1-2) years experience in computer application development

Graduation from an accredited four (4) year college or university with major course work in computer science, or a related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and techniques of computer applications and systems analysis, of computer operations procedures and systems, and of computer programming languages (Microsoft products, C #, Oracle, and MS SQL servers)

Skill in the use of computer equipment

Excellent communication both written and verbal

Must be able to work in a team environment

Must be able to multi-task, and manage time constraints and make deadlines

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **APPLICATION DEVELOPER II**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry to routine computer application development. Work involves analyzing system outline to develop programs for computer applications; preparing and developing solution programs; documenting methods and procedures used in program development, and testing and revising programs. Uses advanced skills and broad knowledge to perform duties to support, maintain, and develop computer applications and/or solutions to facilitate business needs; May train others.

EXAMPLES OF WORK PERFORMED

Prepares detailed workflow charts and diagrams that describe input, output, and logical operation, and converts them into a series of instructions coded in a computer language

Prepares instructions for use during production runs and assists in preparing and developing instructions or manuals to guide end users

Compiles and documents procedures used throughout program development and revision

Codes, tests, and debugs programs

Analyzes proposed computer applications in terms of equipment requirements and capabilities

Analyzes, reviews, and revises programs to increase operating efficiency or to adapt new procedures

Assists in developing proposed computer applications in terms of equipment requirements and capabilities

Assists in developing solutions to software-related problems

Assists in preparing detailed analyses, plans, diagrams, and verification procedures for existing and proposed computer applications

May assist in the generation or installation of systems software

EXPERIENCE AND EDUCATION

Three to four (3-4) years experience in computer application development

Graduation from an accredited four (4) year college or university with major course work in computer science, or a related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; and of computer programming languages (Microsoft products, C #, Oracle, and MS SQL servers)

Skill in the use of computer equipment and in modifying programs for computer applications

Ability to process information logically; to design programs and systems architecture; to prepare program specifications; to code, test, and debug computer programs; to interpret technical information related to computer programming and other areas of data processing; to communicate effectively; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **APPLICATION DEVELOPER III**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry to routine computer application development. Work involves assisting in the planning, scheduling, and assigning of programming projects; coordinating programming projects; analyzing proposed computer applications; preparing and developing programs; and providing technical assistance. Employee may supervise the work of others and may train others.

EXAMPLES OF WORK PERFORMED

Consults with staff members to schedule work and coordinate programming projects

Analyzes proposed computer applications in terms of equipment requirements and capabilities

Analyzes, reviews, and revises programs to increase operating efficiency or to adapt new procedures

Codes, tests, and debugs programs and prepares test data

Prepares instructions for use during production runs and assists in preparing and developing instructions or manuals to guide end users

Prepares detailed analyses, plans, diagrams, and verification procedures for existing and proposed computer applications

Assists in developing proposed computer applications in terms of equipment requirements and capabilities

Assists in developing standards and procedures for programming staff

May assist in the generation or installation of systems software

May develop and implement specialized programs to supplement and enhance systems software

May supervise the work of others

EXPERIENCE AND EDUCATION

Five (5) years experience in computer application development

Graduation from an accredited four (4) year college or university with major course work in computer science, or a related field

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and techniques of computer programming and systems analysis; of computer operations procedures and systems; and of computer programming languages (Microsoft products, C #, Oracle, and MS SQL servers)

Skill in the use of computer equipment and in modifying programs for computer applications

Ability to analyze problems and develop solutions; to code, test, and debug computer programs; to determine software problems; to communicate effectively; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY JUDGE'S OFFICE

ASSISTANT CHIEF ADMINISTRATOR

GENERAL DESCRIPTION

Performs (senior-level) work in administration and reports directly to the Chief Administrator. Performs work under limited supervision with considerable latitude for the use of initiative and independent judgment. Responsible for overseeing multiple support services within the department. May supervise and train staff.

EXAMPLES OF WORK PERFORMED

Plan, organize, direct, audit and control of support services within the department

Analyze business and workforce needs to develop targeted short and long range strategies, and implement operational plans to meet performance measures

Works to align the programmatic services and activities of internal systems, which are associated with the desired outcomes for the department

Able to serve as a direct or indirect resource for the department's operational needs

Provide solutions to complex problems and work to resolve difficult issues between involved parties

In smaller departments, this job may have the responsibility for the development and monitoring of a departmental budget

In a large department, this job serves as an administrative resource tying budget needs to the programs of the organization

Develop and evaluate short range and long range strategic plans and establish criteria for a variety of human resources and business services projects, programs, and plans

Prepare and review reports as part of the process of monitoring and communicating performance results

Makes recommendations associated with purchasing and expenditures for departmental programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a four (4) year college or university with a Bachelor's Degree in Business, Finance, Accounting, Economics, or other related field plus two (2) years experience in complex supervisory or managerial capacity associate with department wide budget

A Master's Degree in Business, Finance, Accounting, Economics, or other related field preferred and may substitute for the two (2) years of managerial experience

One (1) year of related experience required

Knowledge, Skills, and Abilities

Knowledge of Federal, State, and local laws, ordinances, policies, and procedures covering human resources and business services activities

Knowledge of managerial and leadership techniques and principles

Knowledge of budgeting methods and systems

Knowledge of business case development, strategic business planning, reengineering, organizational change strategies, performance measurement, and project management

Skill in oral and written communications

Skill in handling conflict and uncertain situations

Skill in using software applications to perform data analysis and problem solving

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an

employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT CHIEF DEPUTY**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (senior-level) managerial work overseeing the County department's overall performance. Assists in supervising all administrative and personnel matters. Other administrative duties include supervising all divisions within the Elected Officials Office and maintaining a modern, professional and cooperative environment in the office. Handles complaints from the public and attends meetings as well as any other functions requested by the Elected Official.

EXAMPLES OF WORK PERFORMED

Must have general knowledge of the divisions within the Elected Official's office

Assists in recommending personnel restructure to Elected Official, when necessary

Assists in developing and implementing approved training programs

Assists with the preparation of management and productivity reports and studies

Assists in overseeing special investigations, research studies, and internal audits

Assist Elected Official with budget development and administration

Assists in recommending and implementing departmental policies and procedures

Maintains department compliance with County policies, state and federal laws

May serve as the liaison between the Elected Official's office and the software provider for the office

Manages and administers all functions of operations in the department; ensures compliance with all established policies and procedures

Performs all other related duties involved in the operation of the business as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience in office administration with minimum two (2) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY JUDGE'S OFFICE

ASSISTANT CHIEF OF STAFF

GENERAL DESCRIPTION

Performs (senior-level) work in administration and reports directly to the Chief of Staff. Performs work under limited supervision with considerable latitude for the use of initiative and independent judgment. Responsible for overseeing multiple support services within the department. May supervise and train staff.

EXAMPLES OF WORK PERFORMED

Plan, organize, direct, audit and control of support services within the department

Analyze business and workforce needs to develop targeted short and long range strategies, and implement operational plans to meet performance measures

Works to align the programmatic services and activities of internal systems, which are associated with the desired outcomes for the department

Able to serve as a direct or indirect resource for the department's operational needs

Provide solutions to complex problems and work to resolve difficult issues between involved parties

In smaller departments, this job may have the responsibility for the development and monitoring of a departmental budget

In a large department, this job serves as an administrative resource tying budget needs to the programs of the organization

Develop and evaluate short range and long range strategic plans and establish criteria for a variety of human resources and business services projects, programs, and plans

Prepare and review reports as part of the process of monitoring and communicating performance results

Makes recommendations associated with purchasing and expenditures for departmental programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a four (4) year college or university with a Bachelor's Degree in Business, Finance, Accounting, Economics, or other related field plus two (2) years experience in complex supervisory or managerial capacity associate with department wide budget

A Master's Degree in Business, Finance, Accounting, Economics, or other related field preferred and may substitute for the two (2) years of managerial experience

One (1) year of related experience required

Knowledge, Skills, and Abilities

Knowledge of Federal, State, and local laws, ordinances, policies, and procedures covering human resources and business services activities

Knowledge of managerial and leadership techniques and principles

Knowledge of budgeting methods and systems

Knowledge of business case development, strategic business planning, reengineering, organizational change strategies, performance measurement, and project management

Skill in oral and written communications

Skill in handling conflict and uncertain situations

Skill in using software applications to perform data analysis and problem solving

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an

employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT CHIEF OF STAFF**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT CLINICAL CARE SERVICES ADMINISTRATOR**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level nursing work assisting the Director of Clinical Care Services in the organization, administration, and supervision of the nursing services in Hidalgo County Health and Human Services Department. Assists in coordination of eight (8) clinic sites, including personnel assignments, training and hiring which includes developing goals & resources. Assists in analyzing, developing, implementing and coordinating new and existing programs (Title V, MCH, TB, Immunization, Family Planning, Wellness Health and Hidalgo Fit. Assists with Quality Assurance, accountability & reporting of implemented programs to County and Department of State Health Services. Assists with the activities of public health education, promotion, disease prevention & control in the community. Assists with developing and implementing specialty community clinics including but not limited to Family Planning, Prenatal, Child Health, TB, Immunizations and Communicable Diseases.

EXAMPLES OF WORK PERFORMED

Assists director with nursing supervisors and in planning work operations on a short and long term basis. Will assist in interviewing, hiring, staffing, personnel, evaluation, disciplinary action, etc. Assists director in the operations including the development, implementation, and evaluation of the group's philosophy, goals, clinical practice standards and policies.

Assists director in making changes to accommodate new and fluctuating goals, programs, and needs of patients

Assist and maintains acceptable methods of recording and reporting that provide proper service control, uniform accounting and measurement of program results (Quality Assurance). Assists director in developing policies and procedures in accordance to DSHS program guidelines/standards. Assists in coordinating clinical quality assurance programs and staff development.

Assists director with HCHHSD Billing Division in collaboration with the Budget Manager. Assists director with the oversight of the Tuberculosis, Immunizations, Wellness Program, Maternal & Child Health, Family Planning & STD Programs.

Responsible for the oversight of TB/HIV/STD/Hep B Security Local Responsible Party (LRP) Security Procedures. Assists with HIPPA Compliance for the clinical/medical component.

Assists and/or coordinates with diagnoses and investigates health problems and hazards in the community to include chronic disease prevention and detection; communicable disease detection and strategic intervention and follow up. Assists in emergency response planning.

Assists in mobilizing community partnerships and provides expertise to the community on community health status in order to identify, prioritize and solve health problems to the benefit of the citizens of Hidalgo County.

Participates with management team and with other groups directors in establishing direction and leadership in the organization; Assists in developing department policies, enforcing policies, and enhancing integration opportunities as member of the management staff, under the supervision of the Director of Clinical Care Services.

Participates with the Tuberculosis, Immunization, Title V MCH, OPH, Family Planning & Wellness Program, program budgets which includes; identifying budget needs and developing grant and program budgets in conjunction with the Budget Manager, under the supervision of the Director of Clinical Care Services.

Participates with local, state, and federal resources for potential program funding; identifies funding and project opportunities and provides direction to group staff, community agencies, coalitions, etc. on following up on these opportunities.

Assists as a public health practice resource and community expert on the practice of public health nursing; will coordinate with universities/colleges adjunct staff in assuring that student requirements are met within all state HIPPA and county requirements.

Collaborates with other service providers including institutes of higher learning to share resources to maximize delivery of care.

Assists with review of medical orders in conjunction with the Chief Physician and Clinicians.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Licensed to Practice in the State of Texas as an RN

Ten (10) years or more experience in public health nursing

Ten (10) years or more of experience in supervisory capacity in Public Health; BSN may be substituted for three (3) years of required experience

CERTIFICATES, LICENSES, REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of nursing techniques and practices, and the organization and operation of the nursing program

Knowledge of management of supervisory methods

Ability to plan, organize, and supervise the work of healthcare staff

Ability to direct and carry out prescribed medical treatments and therapeutic programs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (AUX)**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (CC)**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general direction of County Court Judge and Court Coordinator in performing duties such as answering telephone, preparing and maintaining the department budget, ordering supplies and preparing purchase requisitions, and preparing time sheets for each employee within the department.

EXAMPLES OF WORK PERFORMED

Primary employee to answer telephone calls and assist individuals and/or redirect call to appropriate department, if necessary

Clerical work, (i.e., answering telephone, taking messages, assisting the general public with any questions, scheduling meetings, in-office filing, etc.)

May assist Court Coordinator in scheduling court hearings

May assist Court Coordinator in making daily docket entries (from court hearings) on court file

May assist with the use of the respective jury room

May answer a variety of questions from the public, via telephone and/or in person. Assists the public directly when possible and refers them to another office if appropriate;

May prepare, maintains and administers the department budget

May order necessary equipment and supplies for the department, including preparing purchase requisitions

May maintain and prepares time sheets

May maintain inventory of equipment and supplies in department

May maintain filing within the department

Knowledge of automated court system

May act as back-up for Bailiff in obtaining files for daily docket

Regular attendance

Get along with co-workers

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year administration experience in the legal system

Must have good computer skills

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (DC)**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general direction of District Court Judge and Court Coordinator in performing duties such as answering telephone, preparing and maintaining the department budget, ordering supplies and preparing purchase requisitions, and preparing time sheets for each employee within the department.

EXAMPLES OF WORK PERFORMED

Primary employee to answer telephone calls and assist individuals and/or redirect call to appropriate department, if necessary

Clerical work, (i.e., answering telephone, taking messages, assisting the general public with any questions, scheduling meetings, in-office filing, etc.)

May assist Court Coordinator in scheduling court hearings

May assist Court Coordinator in making daily docket entries (from court hearings) on court file

May assist with the use of the respective jury room

May answer a variety of questions from the public, via telephone and/or in person. Assists the public directly when possible and refers them to another office if appropriate;

May prepare, maintains and administers the department budget

May order necessary equipment and supplies for the department, including preparing purchase requisitions

May maintain and prepares time sheets

May maintain inventory of equipment and supplies in department

May maintain filing within the department

Knowledge of automated court system

May act as back-up for Bailiff in obtaining files for daily docket

Regular attendance

Get along with co-workers

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year administration experience in the legal system

Must have good computer skills

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (JP)**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists the Justice of the Peace by overseeing office operations and workflow. Must handle a variety of clerical, coordinating, and bookkeeping functions. Work is performed under the administrative direction of the Justice of the Peace.

EXAMPLES OF WORK PERFORMED

Greet the general public; answer telephone calls; Greet citizens/claimants; determine the problem. Assists with filing procedures or refer citizens to Judge, proper agency, or proper court. Deals with irate citizens/claimants, as necessary

Enters all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearing, civil, small claims and forcible detained actions in the County System or docket. Assigns numbers to each case, makes files, and files in proper folders

Prepares warrants, subpoenas, summonses, citations, abstract judgments, executions, sequestrations, garnishments, capias pro fine, make up judgments for signature. Make entry of all documents issued in each case onto docket sheet, makes covers and files

Collects all fees and fines and filing fees in proper ledger for all agencies who file in this precinct. Issue receipts for all fines and/or fees and post onto corresponding docket sheets and files

Makes reports of all fines and fees collected by the County. Separate reports to Parks and Wildlife and issue checks to proper agencies

Prepares and mails monthly statistical report to Judicial Council, of all cases filed, dismissed, disposed of, civil and small claims, etc.

Prepares and makes bank deposits whenever Court Coordinator is not available

Schedules cases for hearing and/or trial. Notifies all parties of hearing/trial date, either in person or by mail, including the attorney(s) representing the plaintiff or defendant. Makes copies of citations for attorneys

Resets cases for trial depending on documents filed

Keeps inventory of all supplies and reorder when supplies are low

Sends warrants, summonses, capias, etc. to proper agency for execution

Make docket entries based on status of cases

Receives and stamp dates all incoming mail

Keep and/or make copies of death records and old birth records

Makes certifications on records for Judge to sign

Prepares correspondence at Judge's request

Schedules wedding appointments, prepares certificates, and forwards marriage licenses to County Clerk for recording

Transfers files, when disposed of, to storage boxes; returns items to file or storage

Accepts appeals on all cases when properly applied. Makes transcripts and copies of all documents before sending to County Clerks

Prepares the State Comptroller's quarterly report and issues check for moneys owed to them

Prepares bank deposits on a daily and timely basis as mandated by the Hidalgo County Auditor's Office

Regular attendance

Ability to work well with others

Other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school diploma or equivalent (GED)

Two (2) to three (3) years experience in legal system

Must have good computer skills

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

Good communication skills

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

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

May be required to be a Notary Public

May be required to be bondable

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT COURT COORDINATOR (MASTER)**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, BUDGET AND MANAGEMENT**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs supervisory and specialized administrative work overseeing operational aspects of the County budgetary system. This position performs complex and professional level tasks related to budgeting and budget control and assists with the design and maintenance of the budgeting program. This position assists in providing expert advice, guidance, and recommendations on all aspects of the Hidalgo County Budget to Commissioners Court, department heads, elected officials and staff. Work also includes supervising activities of the Budget Office Staff.

EXAMPLES OF WORK PERFORMED

Receives and analyzes annual budget requests from County departments; assists in preparing initial budget proposal for submission to Commissioners Court; amends budget as directed by Commissioners Court, assist department heads in adjusting fiscal planning accordingly

Attends budget hearings prior to budget adoption to receive and respond to inquiries, as appropriate; assists with preparing legal notices for budget and tax rate requirements in accordance with state and local procedures

Supervises payroll budget proposals, procedures, and payroll expenditures during budget year

Monitors County departments' expenditures, ensuring compliance with established policies and procedures and adherence to budget limitations; reviews availability of funds for requested purchases, evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports detailing impact on budget and recommendations

Attends meetings of Commissioners Court in absence of the Budget Officer, providing advice and guidance on budget-related issues as requested or otherwise deemed necessary; responds to inquiries from media representatives based on thorough knowledge of budget and budget preparations

Assists and advises department heads on general fiscal and budgetary matters throughout year as requested

Assists with directing the work activities of assigned staff to include the compilation, review, examination, and interpretation of new ideas and financial strategies also ensuring adherence to established policies and procedures

Utilizes expertise in financial and budgetary areas to conduct analytical studies of various topics pertaining to County revenues and expenditures, in accordance with outlined goals and objectives; prepares and presents oral and written reports on findings and recommendations for improvements, as appropriate

Reviews and analyzes assigned departmental grant applications, grant awards, and law enforcement contracts to ascertain the impact to the budget prior to submitting requests to Commissioners Court

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by the County management; approves employee time sheets, and grants compensatory, sick, and vacation leave

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to read a variety of correspondence, budget summaries, audits, budget work sheets, financial statements, journals, purchase orders and related departmental records and reports

Requires the ability to prepare financial statements, budget ordinances, budget revenue and expense reports, and various related financial reports and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra and statistical inference

Requires thorough knowledge of public finance administration and the budget process

Requires thorough knowledge of federal, state, and local laws and policies concerning County budget and fiscal operations

Requires considerable knowledge of accounting concepts, principles and practices as applied to local government

Requires considerable knowledge of the operations of County government including taxation and other source of revenue

Requires skill in statistical analysis. Is able to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs

Requires the ability to analyze and interpret fiscal and accounting records and complete financial statements and reports from such records

Requires the ability to manage or administer grant funds

Requires the use of computers for word processing and/or accounting purposes

Requires the ability to make recommendations that impact the budget

Requires the ability to determine allocation of budget among departments

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems

Requires the ability to use computers for data entry

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, FIELD OPERATIONS**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This is a highly confidential position which requires decision making and County policy implementation. This is a supervisory position and the incumbent must demonstrate on-going competence in being able to delegate responsibility as well as instruct and train employees on proper shop procedure and proper equipment/tool handling and training.

EXAMPLES OF WORK PERFORMED

Assists in the supervision of all precinct road and bridge crews as directed

Assists in scheduling work projects, fueling equipment, trouble shooting problem area, maintain County logs and keep inventory of all equipment and supplies

Employee may be required to work evenings and weekends as needed

Assists in writing specifications for new vehicles and oversees their distribution within the department

Assists in writing specifications for new equipment to be purchased

Maintains a working relationship with various vendors for sublet work and parts purchased

Supervises schedules for subordinate personnel

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) and minimum of two (2) years of supervisory experience; or

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to supervise and evaluate employees

Knowledge of standard practices, methods and skills in the use and care of tools, equipment and materials of vehicle maintenance

Knowledge of purchasing and of hazards and safety precautions

Ability to establish and maintain working relationships with other county employees, officials and the public

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, PURCHASING DEPARTMENT**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Assistant Purchasing Agent performs a variety of administrative, technical, and supervisory work to support the management of the Department. Work involves highly technical and advanced purchasing work related to commodity or services purchased to include the use of an electronic purchasing system.

Assists the purchasing agent by providing a variety of purchasing, managerial budgeting and administrative support, technical operations and program support to County departments and to the Commissioners' Court.

Work may include the management of acquisition-related functions, including consolidation of requirements, planning, pre-scheduling, approving specifications, issuing purchase orders and establishing and maintaining awarded contracts. The Assistant Purchasing Agent is expected to use independent judgment within established policies and procedures regarding state statutes and county government policies and procedures, in order to complete assigned tasks.

EXAMPLES OF WORK PERFORMED:

Assists in the development and implementation of county wide purchasing policies and procedures to insure compliance with the Texas County Purchasing Act

Evaluates vendor proposals, reviews specifications and requirements and coordinates meetings between user departments and vendors as needed to discuss and resolve problems

Solicits or oversees the solicitation of bids, proposals, and statement of qualifications for services and products

Advertises and receives and reviews bids for goods and services, recommends bid awards and presents contract approvals items for Commissioners' Court

Maintains files of RFBs, RFPs, RFQs, and other procurement files

Reviews complex purchase requests to determine the most appropriate source and the most efficient method of acquisition

Assists the Purchasing Agent in the resolution of all purchasing related issues to insure efficient department operations and effective customer service

Assists the Purchasing agent in the personnel administration of the department

Assists the Purchasing Agent in the fiscal and financial management of the department.

Develops purchasing related business networks to increase and expand the purchasing capabilities of the county and to increase completion and cost savings

Performs the duties of the Purchasing Agent on a temporary basis as needed

EXPERIENCE AND EDUCATION

Bachelor's degree (B.A.) from an accredited U.S. college or university in Public or Business Administration or a related field.

Eight (8) years of experience in government procurement (purchasing) of goods and services in a state, county, or other public agency

Six (6) years of direct managerial and supervisory experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

Must currently possess, or must be willing to attain the following certifications within 24- 36 months of employment:

- Certified Public Purchasing Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Purchasing Manager (CPM)
- Other pertinent industry certifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Texas County Purchasing Act.

Knowledge of governmental procurement processes.

Skill in using electronic procurement systems.

Skill in supervising and motivating employees.

Ability to analyze problems and implement solutions.

Ability to meet deadlines and complete assigned projects.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Ability to establish and maintain effective working relationship with other County employees, officials and the public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DIRECTOR, URBAN COUNTY**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) policy administration and managerial work; Work involves specialized knowledge of state government, strategic planning, and County administration. Works closely with the executive director on the day-to-day operations of the County; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides counsel and advice to the executive director regarding County operations

Manages the day-to-day operations of the County

Ensures that the agency adheres to County goals and objectives

Provides counsel and advice to members of the county upon request

Provides information and advice to county agencies and the general public regarding County activities and responsibilities

May act as executive director in the absence of the executive director

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience in public administration and/or management work

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

Master's degree in Planning, Public Administration or Business Administration

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years

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

CERTIFICATES, LICENSES, AND REGISTRATION

May be required to be certified, registered, or licensed in a specialty area

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations and of the principles and practices of public administration and management

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DISTRICT ATTORNEY I**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level legal work; Work involves performing all duties as assistants to higher level licensed attorneys.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in legal setting

Juris Doctorate (JD) degree

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Be in the process of obtaining a license from the Texas State Bar

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DISTRICT ATTORNEY II**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs legal work. Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in legal setting with prior experience in the relevant areas of law

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Must be computer literate

Knowledge of all applicable laws 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DISTRICT ATTORNEY III**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs intermediate-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience as a licensed attorney

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DISTRICT ATTORNEY IV**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position. Investigates and litigates various cases filed with the District Attorney's office.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience as a licensed attorney

Juris Doctorate (JD) degree

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

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT DISTRICT ATTORNEY V**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience as a licensed attorney

Juris Doctorate (JD) degree required

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT EPIDEMIOLOGIST**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (entry-level) epidemiological work under the supervision of the Epidemiologist, conducts communicable disease surveillance, and participates in outbreak investigations. This position will assist the Epidemiologists in daily operations of communicable disease surveillance. This position assists with office functions, performs data entry and serves as a public health resource. May perform surveillance and epidemiological activities during other major outbreaks and/or disasters. Conducts presentations on communicable diseases for various community stakeholders. Creates surveillance and case investigation forms, fact sheets, and brochures regarding notifiable conditions. Participates as a member of the Public Health Emergency Preparedness Response Team; shall respond to all bioterrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. "On-call" availability required.

EXAMPLES OF WORK PERFORMED

Conduct public health epidemiological investigations

Collects epidemiological data for the surveillance of specific diseases and conditions

Assists in arranging for the cooperative use of epidemiological data with other agencies, other states, and national organizations, such as the U.S. Centers for Disease Control

Works with other health personnel in the control of public health problems

Assists in developing effective relationships and networks of communication to promote teamwork and collaboration in implementing infectious disease response activities

Participates as a member of the Public Health Emergency Preparedness Response Team and may respond to a bioterrorism event or disease outbreak

Assists Epidemiologists in conferring with local health agencies, private physicians, individuals, and/or community action groups regarding the treatment, control, or prevention of infectious diseases and other illnesses and/or injuries

Assists Epidemiologists in working on and completing project-based tasks, such as data analyses, reports and other analytic tasks

Collect specimens, maintain inventory of specimen collection kits and related supplies

Educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding infectious diseases

Provides administrative support as required to support the project team; this may include assisting and coordination of travel, presentations, meetings, and conferences

Perform all other duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree in Science, Health, Statistics, or related fields preferred

Candidates who have completed an Associate's Degree with experience in research, public health, or clinical/lab will also be considered

Experience in clinical lab interpretation desired, but not required

Zero to two (0-2) years of experience in infectious disease, public health, data entry or related work is preferred

CERTIFICATES, LICENSES AND REGISTRATION

Registered Medical Assistant (RMA) applicants encouraged to apply.

ICS: 100, 200, 300, and 400 certifications, not required during interview, but must be completed within one year of employment

Employee must have a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by County Insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain confidentiality and knowledge of HIPAA requirement

Moderate knowledge of medical terminology and Texas public health laws

Knowledge of computer software (i.e. Microsoft Office, Adobe Acrobat)

Skill in problem solving

Skill in communicating effectively orally and in writing

Must possess strong communication and presentation skills

Bilingual English/Spanish preferred

Skill in preparing technical reports in a clear and concise manner

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines

Ability to work on multiple tasks at the same time

May be required to work other than normal hours including weekends and holidays.

Must provide your own dependable transportation (automobile)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT HIDTA COMMANDER**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs supervisory (senior-level) criminal investigation work. Work involves assisting in supervising, planning, directing, and controlling operations and activities. Plans, assigns, and supervises the work of others. Employee will maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned. Works under minimal supervision, with extensive latitude for the use of imitative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assumes all of the Commander's duties and responsibilities during the Commander's absence or at the direction of the Commander

Has executive management authority over all department field operations personnel, including asset forfeiture and intelligence research divisions

May also approve all operational plans and primarily ensures that the safety and well-being of the public, task force agents, covert operations, law enforcement personnel and targets are secured

Assists in implementing all local, state and federal rules and regulations to all operations and coordinate with other law enforcement agencies

Assist in supervising all local, state and federal law enforcement personnel within the purview of the task force responsibilities

Will assist in maintaining an accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies

Mediates and attempts to resolve all problems caused by an operation or between local and federal agents

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors

Provides tactical and strategic leadership to department personnel and covert civilian operatives

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation

Maintains a high level of professionalism and quality ethical standards

Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements

Conduct surveillance of drug suspects and related activities; patrol high risk and drug profile area; conduct undercover operations; collect evidence of crimes; organize and prepare case reports for prosecution

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; conduct internal investigations of white collar crimes and criminal violations committed by County personnel

Draft and serve civil citations, arrest warrants and other legal documents to ensure expediency in the legal process; testify in court or in front of a grand jury as requested

Maintain confidentiality in the performance of duties

Establish and maintain cooperative working relationships with those contacted in the course of work

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Five (5) years of law enforcement experience required

Graduation from an accredited four (4) year college or university with a major in criminal justice, criminology, police science or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Possession of an Advanced Certificate of Law Enforcement

Investigators use their own private vehicle and not a County car

Mandatory firearms qualification and physical training

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups

Ability to work with mathematical concepts such as probability and statistical inference

Ability to define problem(s), collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in Principles and practices of legal document preparation including citations and arrest warrants

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT PUBLIC HEALTH PREPAREDNESS COORDINATOR**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works under direction of Public Health Preparedness Coordinator, with overall administered by Public Health Chief Administrator Officer, supports the management responsibility of Public Health Emergency Preparedness (PHEP) Grant, and Early Warning Infectious Disease System (EWIDS) Grant. Responsible for updated training and direct supervision for planning, developing, revising, and implementing public health policies and procedures. Makes recommendations for implementing changes and corrective procedural actions.

EXAMPLES OF WORK PERFORMED

Assists with PHEP budget development and fiscal management

Conduct public relations, with the ability to communicate effectively verbally and in writing with public, staff, partners and stakeholders

Assists with governmental and public health agency structures and resources for innovative practices in public health emergency preparedness, surveillance, and response

Maintain positive working relationships with County emergency management and other public and state/federal agencies in order to address possible health threats whether natural or man-made

Assists with all written reports and correspondence, implement changes, resolve conflict, and solve problems with staff

Develop creative programs which increased efficiency and effectiveness while pursuing additional resources for sustainability

Assists the supervision of all aspects of Public Health Emergency Preparedness and the Response staff and activities

Assists with staff leadership, support, and management of grant responsibilities

Assists with requisite planning activity reports, budget submissions, and/or other documentation for federal and state emergency response funding sources, and adheres to budgetary procedures outlined by the County and state auditors

Assists with development of performance plans and evaluation of PHEP (Bioterrorism) Preparedness Program and other departmental staff

Assists the Public Health Preparedness Coordinator in developing jurisdictional emergency plans by attending meetings and facilities discussions, reviewing concepts and procedures and coordinating emergency response efforts of various department divisions

Assists with administrative, technical, and planning duties to integrate bioterrorism and emergency response plans with other emergency management programs as per grant guidelines

Supports and designates staff to serve on teams and working groups for PHEP (Bioterrorism), EWIDS

Assists in monitoring accounts/expenditures/balances of PHEP (Bioterrorism) and EWIDS Grant budget

Assists with grant requests and completes proposals as directed; performs on-site reviews/audits of PHEP (Bioterrorism) initiatives and collaborated efforts

May be required to work other normal hours including weekends and holidays

Must provide your own dependable transportation (Automobile)

Required to be "on call" as assigned or during an event

Performs all other duties assigned

EXPERIENCE AND EDUCATION

Bachelor's degree in Public Health, Health Promotion and Education or related field

Five (5) years of experience in emergency management, public health/community planning or other related work experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of public health principles and practice laws and regulations, scientific management, information systems, civil service systems organizational development, and system analysis

Ability to lead mediation on various problems solving issues, goals, etc. with staff and funding sources

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT QUARTERMASTER**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists in the daily operations of the county law enforcement department's equipment inventory and maintenance. Performs various functions to keep the county department's inventory accurate and organized. Ensures inventory is in good working order.

EXAMPLES OF WORK PERFORMED

Assists in maintaining records on all equipment inventory, such as county patrol vehicles and armory

Issues equipment to patrols and makes sure it is returned in good working condition

Makes suggestions to the Quartermaster for new or replacement items

Provides instructions on the proper use and maintenance of equipment

Assists in maintaining a log of equipment issued to county employees

Assists in the storage, maintenance, distribution, and disposal of equipment and other inventory

Supply and Service equipment and vehicles to patrolmen

Works with the county law enforcement staff responsible for equipment inventory and maintenance

Performs all other assigned duties as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in inventory control or related field; preferably in a law enforcement or criminal justice environment

Graduation from an accredited college or university with an Associate's in Criminal Justice or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Specific technical coursework as a Gun Smith is preferred and considered especially helpful

Work experience should be in a juvenile justice or criminal justice setting

Must possess or be able to obtain additional technical training as required

Knowledge of Criminal Justice Code and applicable statutes

Knowledge and/or experience in record and data systems in order to properly track and maintain services and repair records of inventory

Ability to effectively work with other professional personnel in a variety of support activities, including policy development

Effective written and verbal communication skills

Proficient with the PC

Must be well organized

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT VETERANS SERVICES OFFICER I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry level counseling and claims work. Work involves counseling and assisting veterans and their dependents or beneficiaries regarding veterans' benefits and employment services. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews veterans, their dependents, or survivors and provide services, counseling, and assistance in obtaining benefits, rights, and entitlements

Registers veterans, their dependents, or survivors for employment program services

Determines employer requirements, refers qualified candidates, and verifies satisfactory placement

Prepares and files claims and supporting evidence for successful adjudication

Consults with medical or legal staff in the development of pertinent evidence to support claims

Maintains client files

May prepare and submit reports

May conduct outreach activities to identify veterans, their dependents, or survivors in need of intensive services, claims assistance, and other supportive services

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in interviewing and counseling work

Graduation from an accredited four (4) year college or university with major course work in social work or a related field

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of laws, rules, and regulations applicable to the processing of veterans' claims; and of assessment techniques

Skill in interviewing and counseling

Ability to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT VETERANS SERVICES OFFICER II**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT, DEPUTY DIRECTOR**
Grade: 17

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ATTORNEY I**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ATTORNEY II**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (entry-level) work assisting in the legal advisement to the County's Commissioners' Court and departments. Work involves researching, assisting in drafting, reviewing, and revising contract and/or agreements. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in providing legal counsel on contract interpretation and enforcement

Investigates facts giving rise to legal issues, and develops solutions to legal problems in a variety of forums

Assists in drafting, reviewing, revising, and/or negotiating County contracts/agreements which may include County roads, parks and building construction contracts; prepares, reviews, and/or negotiates professional service agreements for architectural, engineering, and consulting services as well as purchase contracts for goods and services and inter-local agreements

Assists in providing legal counsel to Court members and other management staff as requested

Performs related special projects as assigned

Performs legal research and briefing as assigned

Assists in advising on open government matters

May provide written or oral legal advice to County departments, and draft legal instruments or other written materials carrying legal implication

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments

Performs other related work as assigned

EXPERIENCE AND EDUCATION

Zero (0) to three (3) years experience as a licensed attorney, knowledge in Texas Local Government Code interpretation and County contracts

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice law in the State of Texas is required

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must readily comply with departmental and County-wide policies and procedures

Must have knowledge of computers and spreadsheets

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be dependable, resourceful, and able to work independently and to maintain strict confidentiality

Must have strong organizational skills and a proven ability to maintain accurate, detailed and confidential records

Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters

Must possess necessary writing skills at a seasoned level to communicate information and advisement to County Departments and staff

Knowledge of all applicable laws and procedures

Knowledge and understanding of Texas statutes and local government code procedures and departmental policies preferred

Work outside of the normal office hours (Monday-Friday 8-5) may be required to meet deadlines and accuracy requirements

Some travel to various County offices and locations may be required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ATTORNEY III**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs legal work assisting in the legal advisement to the County's Commissioners' Court and departments. Work involves researching, assisting in drafting, reviewing, and revising contract and/or agreements. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in providing legal counsel on contract interpretation and enforcement

Investigates facts giving rise to legal issues, and develops solutions to legal problems in a variety of forums

Assists in drafting, reviewing, revising, and/or negotiating county contracts/agreements which may include county roads, parks and building construction contracts; prepares, reviews, and/or negotiates professional service agreements for architectural, engineering, and consulting services as well as purchase contracts for goods and services and inter-local agreements

Assists in providing legal counsel to Court members and other management staff as requested

Performs related special projects as assigned

Performs legal research and briefing as assigned

Assists in advising an open government matters

May provide written or oral legal advice to county departments, and draft legal instruments or other written materials carrying legal implication.

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments

Performs other related work as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years experience as a licensed attorney, knowledge in Texas Local Government Code interpretation and county contracts

Juris Doctorate (JD) degree required

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice law in the State of Texas is required

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the county

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must readily comply with departmental and county-wide policies and procedures

Must have knowledge of computers and spreadsheets

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Able to handle all stressful situations with an even temperament and work effectively with others in achievements of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be dependable, resourceful, and able to work independently and to maintain strict confidentiality

Must have strong organizational skills and a proven ability to maintain accurate, detailed and confidential records

Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters

Must possess necessary writing skills at a seasoned level to communicate information and advisement to County Department and staff

Knowledge of all applicable laws and procedures

Knowledge and understanding of Texas statutes and local government code procedures and departmental policies preferred

Work outside of the normal office hours (Monday-Friday 8-5) may be required to meet deadlines and accuracy requirements

Some travel to various County offices and locations may be required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ATTORNEY IV**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) work assisting in the legal advisement to the County's Commissioners' Court and departments. Work involves drafting, reviewing, and revising contract and/or agreements. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides legal counsel on contract interpretation and enforcement

Drafts, reviews, revises, and/or negotiates County contracts/agreements which may include County roads, parks and building construction contracts; prepares, reviews, and/or negotiates professional service agreements for architectural, engineering, and consulting services as well as purchase contracts for goods and services and inter-local agreements

May attend Commissioners' Court sessions, open and executive, regarding contracts/agreements and other related civil legal matters as assigned

Provides legal counsel to Court members and other management staff as requested

Provides advice on various general legal questions/ issues posed by the County's Elected Officials, Department Heads, employees and various third parties

Assists various Hidalgo County Departments and personnel by making sound suggestions based on solid legal principles and theories and communicates objectively the pros and cons of such suggestions

Performs related special projects as assigned

Advises on open government matters

May provide written or oral legal advice to County departments, and draft legal instruments or other written materials carrying legal implication

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments

May represent County and State in legal matters pending before all courts of jurisdiction including Federal District Court

Performs other related work as assigned

EXPERIENCE AND EDUCATION

Four (4) to seven (7) years of experience as a licensed attorney, experience in Texas Local Government Code interpretation and knowledge in county contracts

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice law in the State of Texas is required

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must readily comply with departmental and County-wide policies and procedures

Must have knowledge of computers and spreadsheets

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be dependable, resourceful, and able to work independently and to maintain strict confidentiality

Must have strong organizational skills and a proven ability to maintain accurate, detailed and confidential records

Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters

Must possess necessary writing skills at a seasoned level to communicate information and advisement to County Departments and staff

Knowledge of all applicable laws and procedures

Must have knowledge and understanding of Texas statutes and local government code procedures and departmental policies

Work outside of the normal office hours (Monday-Friday 8-5) may be required to meet deadlines and accuracy requirements

Some travel to various County offices and locations may be required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ATTORNEY V**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance (senior-level) managerial work providing legal advisement to the County's Commissioners' Court and departments. Work involves supervising and monitoring the operations of the division. Serves as legal counsel to Hidalgo County departments regarding any legal matters and prepares briefs to the Attorney General as assigned.

EXAMPLES OF WORK PERFORMED

Oversees the division on a daily basis to ensure office functions are successfully completed

Provides legal counsel on contract interpretation and enforcement

Responsible for the review, revision, and/or negotiation of County contracts/agreements which may include County roads, parks and building construction contracts; prepares, reviews, and/or negotiates professional service agreements for architectural, engineering, and consulting services as well as purchase contracts for goods and services and inter-local agreements

May attend Commissioners' Court Regular and Executive sessions; provides legal counsel to Court members and department heads as requested

Provides advice on various general legal questions/ issues posed by the County's Elected Officials, Department Heads, employees, and various third parties

Assists various Hidalgo County Divisions and personnel by making sound suggestions based on solid legal principles and theories and communicates objectively the pros and cons of such suggestions

Serves as liaison and point of contact to outside counsel on various legal matters affecting the County, including, but not limited to, employment claims and litigation matters

Performs related special projects as assigned

Advises on open government matters

May provide written or oral legal advice to governmental clients, and draft legal instruments or other written materials carrying legal implication

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant developments

May represent County and State in legal matters pending before all courts of jurisdiction including Federal District Court

Performs other related work as assigned

EXPERIENCE AND EDUCATION

Minimum of ten (10) years of experience as a licensed attorney, experience in Texas Local Government Code interpretation and proficient knowledge in County contracts

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Licensed to practice in Federal District Court

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice law in the State of Texas is required

Licensed to practice in Federal District Court

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be dependable, resourceful, and able to work independently and to maintain strict confidentiality

Must have strong organizational skills and a proven ability to maintain accurate, detailed and confidential records

Strong analytical and communication skills are essential to effectively and objectively advise and/or interact with personnel, external agencies, and outside legal counsel on legal matters

Must possess necessary writing skills at a seasoned level to communicate information and advisement to County Departments and staff

Must be computer literate

Knowledge of all applicable laws and procedures

Must have proficient knowledge and understanding of Texas statutes and local government code procedures and departmental policies

Work outside of the normal office hours (Monday-Friday 8-5) may be required to meet deadlines and accuracy requirements

Some travel to various County offices and locations may be required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AUTOPSY TECHNICIAN**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey level) post-mortem examinations. Work involves examining human remains, collecting toxicological samples, taking x-rays and photographs of post-mortem patients, and coordinating special specimen requests. May train and supervise others. Works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the daily operations of the autopsy room and morgue

Prepares policies and procedures to ensure compliance with all federal, state and local regulations

Prepares bodies for post-mortem examinations

Ensures proper handling, transfers, labeling and storing of specimens

Cleans and maintains work area and equipment using sanitation/decontamination, safety and biohazard control measures

Analyze data and prepare the necessary autopsy reports in order to establish the cause and circumstances of death

Gather and organize clinical information and data pertinent to the preparation of the preliminary summarization of the clinical history

Performs administrative duties such as morgue administration, filing reports and data, assuring the completion of specimen coding and billing

Coordinates any requests for special specimen sampling, such as organ transplants or research

Responsible for maintaining autopsy records and completes related autopsy reports

Monitors supplies, conducts inventories and orders supplies and materials as needed

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in autopsies, laboratory support, or health related experience

Graduation from an accredited college or university with a Bachelor's degree in mortuary science, biology, life sciences, medical laboratory technology, or other related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of safety and biohazard control measures

Ability to maintain the confidentiality and integrity of information and adhere to stringent sanitation and biohazard control measures

Knowledge of use and operation of photographic and x-ray equipment

Knowledge of basic record keeping practices

Knowledge of cleaning and sanitizing practices

Ability to understand and follow written and oral directions and protocols

Ability to clearly communicate information both verbally and in writing

Ability to physically perform the essential functions of the job including lifting human remains

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines

Ability to read, update and maintain various records and files

Ability to deal with death and human remains in various states of decomposition, disease, disease and trauma

Ability to understand and follow pre-established departmental and County policies and procedures

Knowledge of surveying principles and methods, basic knowledge of drafting methods

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BAILIFF**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs mid-level bailiff work. Works to provide security and safety in the courtrooms handles inmates, witnesses and clients. Employee provides general assistance to the judge and may make arrests when necessary.

EXAMPLES OF WORK PERFORMED

Opens courtroom and ensures readiness for court proceedings, directs parties to proper area

Provides schedule and procedural information to attorneys, jurors, and other

Secures courtroom at the end of the day

Provides security for the judge and staff

Maintains a secure courtroom

Maintains excellent public, staff and court relationships during course of business

Assists court in obtaining and providing services relating to jury activities

Checks and updates court dockets prior to scheduled docket dates

Performs some administrative duties such as answering telephones, picking up items from suppliers, and other clerical duties

May provide assistance to Judge by retrieving files, locating law books and related tasks

Confirms active warrants and makes arrests

Transports inmates from jail to court and return to jail after court appearance

Follows the Code of Judicial Conduct

May be interpreter in court

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) is required

Must have two (2) years law enforcement related experience

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Excellent communication skills

Must be able to be deputized

May be required to be trained in firearms and chemical spray

Peace Officer Certification through TCLEOSE

Must meet mandatory firearms qualifications and physical training

Knowledge of computers

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BILLING SPECIALIST I**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Answers questions from clients regarding accounts

Prepares, reviews, and sends client billing

Process all billing transactions

Issue billing adjustments

Identifies and resolves client billing complaints

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Process all past due invoices and failed billing

Maintains strict confidentiality and adheres to all guidelines/requirements

Performs related work as assigned

EXPERIENCE AND EDUCATION

Related experience in billing

Graduation from a high school or equivalent (GED) is required

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

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

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BILLING SPECIALIST II**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs mid-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Process all billing transactions

Answers questions from clients regarding accounts

Issue billing adjustments

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Process all past due invoices and failed billing

Identify, understand, address, and prevent delinquency issues

Ensure all tasks and duties are completed within county guidelines and policies

Conduct research and perform reconciliations on transactions

Tracks all activity with logs, reports, databases, etc.

Maintains strict confidentiality and adheres to all guidelines/requirements

Assists with weekly and monthly billing process

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year related experience in billing

Graduation from a high school or equivalent (GED) is required

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BILLING SPECIALIST III**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs moderate-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyze and process all billing transactions

Authorize billing adjustments

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Follow up on all past due invoices and failed billing

Identify, understand, address, and prevent delinquency issues

Ensure all tasks and duties are completed within county guidelines and policies

Conduct research and perform reconciliations on transactions

Will create reports showing delinquent accounts

Maintains strict confidentiality and adheres to all guidelines/requirements

Will work on weekly and monthly billing process

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years related experience in billing with college hours

Graduation from a high school or equivalent (GED) is required

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BOOKKEEPER I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level technical accounting work; Work involves detailed assignments, classifying, examining, and verifying financial records, documents, or reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances assigned financial accounting documents and records

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profit and losses

Calculates, prepares, invoices, account statements, and other financial statements according to procedure

Reconciles bank statements, researches discrepancies, and reports findings

May assist in preparing the budget

May perform payroll related activities

May receive cash, prepare deposits slips, and maintain cash control records

Assists with financial statements and operating reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year related experience with accounting or bookkeeping principles

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Knowledge of MS Word and Excel

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BOOKKEEPER II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level technical accounting work; Work involves detailed assignments, classifying, examining, and verifying financial records, documents, or reports; Works under moderate supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Classifies, codes, posts, and balances assigned financial accounting documents and records

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profit and/or losses

Calculates, prepares, invoices, account statements, and other financial statements according to procedure and submits to auditor's office for processing

Prepares payment, cash, general journal, and related voucher

Reviews balances on expenditure reports for availability

Reconciles bank statements, researches discrepancies, and reports findings

Will create spreadsheets for reports

May perform payroll related activities

May receive cash, prepare deposits slips, and maintain cash control records

Assists with financial statements and operating reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years related experience with accounting or bookkeeping principles

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Knowledge of MS Word and Excel

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY WIC PROGRAM

BREASTFEEDING COORDINATOR ASSISTANT

GENERAL DESCRIPTION

Responsible for assisting Breastfeeding Coordinator with the monitoring of breastfeeding program activities.

Trains and oversees peer counselor activities and assists in the overall program planning and management. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides monthly training to peer counselors at the program meetings

Provides breastfeeding training of WIC staff and peer counselors as needed

Maintains complete case files on each client

Assist in Breastfeeding promotion activities for the agency

Determines need for, issues, tracks, and retrieves breast-pumps and breastfeeding aids/incentives

Prepares monthly and yearly breastfeeding apparatus reports

Counsels participants with breastfeeding situations requiring special assistance

Manages client caseload; matches peer counselors with clients deemed appropriate for services

Monitors and evaluates client progress toward completion of assistance plan, amending and revising plan as necessary

Monitors peer counselors for compliance with WIC policies and procedures

Prepares, schedule and supports delivery of interactive counseling education curriculum to facilitate staff learning about typical program issues and counseling techniques

Maintains records and other required paperwork as necessary

Will conduct home visits as needed

Depending on program assigned, may assist in breastfeeding training of WIC staff and potential breastfeeding resource to WIC staff and community

Performs other related work as assigned by WIC Director

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of PC experience, 2 years Hospital/BF promotion experience related to the department/program

Previous administration/management experience preferred

Graduation from a high school or equivalent (GED)

Associate's degree in social services or related field

Three (3) years of experience may be substituted for one (1) years of education

Completion of Peer Counselor Training "Loving Support through Peer Counseling: A Journey Together"

Certificates, Licenses, & Registration

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

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

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Knowledge, Skills, and Abilities

Must have the ability to read, write and comprehend English and Spanish language

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

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

Ability to explain rules, regulations and policies of the program in terms understood by clients and the general public

Ability to exercise considerable discretion in handling confidential files

Ability to manage inventory/property

Ability to document and keep accurate records

Be able to use a personal computer, including use of Word, Excel, and the internet; knowledge of access helpful

If hired by the WIC department: Ability to operate and instruct patients about Breast pumps, manual and electric; Ability to provide breastfeeding training to staff

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

Department of Human Resources

Job Title: **BREASTFEEDING COORDINATOR ASSISTANT**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET ANALYST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) budget preparation and analysis work. Work involves collecting, organizing, and summarizing information relevant to activities of the budget and program staff; and developing, monitoring, and adjusting budgets; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides advice and assistance concerning budget, funding procedures and methods

Collects, analyzes, and reports data that supports alternative solutions to budget and management problems

Maintains trend data and prepares graphs, reports, and forecasts

Studies impact of regulations and laws on agency policies and budget and makes recommendations

Reviews budgets for accuracy and recommends adjustments for more effective use of funds

Assists in the preparation of biennial legislative appropriations requests

Assists in the preparation of budget briefs to provide management with expenditure data, trends, and recommendations

Assists in the preparation, update, and publication of reports and manuals

Assists in reviewing, evaluating, and preparing requests for funds

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year of experience in accounting, auditing, finance, budget preparation and/or analysis work
Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; and of automated accounting, budgeting, and forecasting programs

Ability to analyze fiscal management information, to determine appropriate use of funds, and to perform statistical analysis

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET ANALYST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) budget preparation and analysis work. Work involves providing technical assistance in the preparation and maintenance of performance budgets and measures, and monitoring programs, performance, and budgets to identify trends that affect expenditures; Works under general supervision, with limited latitude for the use of initiative and independent judgment; May train other staff.

EXAMPLES OF WORK PERFORMED

Provides advice and assistance on financial planning and management, devises ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives

Develops and evaluates performance and workload measures

Examines operating budgets to determine whether funds have been appropriately allocated

Reviews financial and operating budget reports for accuracy, and identifies areas in which more appropriate use of funds can be made

Advises staff on areas in which action may be required to stay within budget

Studies and develops budget formulas for making appropriations requests

Maintains trend data and prepares, updates, and publishes reports and manuals

Prepares or assists in the preparation of legislative appropriations requests and budget instructions

Prepares or assists in the preparation of reports on performance measures

Prepares or assists in the preparation of fiscal notes and analyses of legislation

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) to three (3) years of experience in accounting, auditing, budget preparation and analysis, and performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information, to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET ANALYST III**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex (senior-level) budget preparation and analysis work. Work involves examining, reviewing, and analyzing operating budgets; compiling statistics and reports related to budgetary activities; preparing and revising appropriations requests; preparing and monitoring program performance measures; and providing technical advice and assistance on budgetary matters; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates budgeting procedures, preparation, and reporting

Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives

Oversees the development and evaluation of performance and workload measures

Develops budget policies and procedure

Examines operating budgets to determine whether funds have been appropriately allocated

Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made

Advises staff on areas in which action may be required to stay within the budget

Studies and develops budget formulas for appropriation requests

Prepares legislative appropriations requests and agency budget instructions

Prepares reports on performance measures

Prepares fiscal notes and analysis of legislation

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years of experience in budget preparation and analysis and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analysis, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET CLERK I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (entry-level) budget work; Work involves clerical and budget related clerical support for the operation of a division of the Budget and Management department; Works under a Budget Manager to analyze budget line item accounts for negative balances, budget line item transfers, and restricted object codes; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Will perform duties as a receptionist, answers telephones and provides general budgetary information

Coordinates with and assists other county departments in preparation of budget forms as directed by supervisor

Will review budget line item transfers from various departments

Works to clear negative balances from various departmental accounts

Files all pertinent documentation related to the Budget office

Assists budget analysts with clerical support on agenda items

Performs routine computer data entry and prepares reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years of clerical experience

Graduation from a high school or equivalent (GED)

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in MS Word and Excel

Be able to communicate effectively

Be able to use a calculator and other office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET CLERK II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (entry-level) budget work; Work involves clerical and budget related clerical support for the operation of a division of the Budget and Management department; Works under a Budget Manager to analyze budget line item accounts for negative balances, budget line item transfers, and restricted object codes; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Will perform duties as a receptionist, answers telephones and provides general budgetary information

Coordinates with and assists other county departments in preparation of budget forms as directed by supervisor

Will review budget line item transfers from various departments

Works to clear negative balances from various departmental accounts

Files all pertinent documentation related to the Budget office

Assists budget analysts with clerical support on agenda items

Performs routine computer data entry and prepares reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years of clerical experience

Graduation from a high school or equivalent (GED)

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in MS Word and Excel

Be able to communicate effectively

Be able to use a calculator and other office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY

BUDGET MANAGER I

GENERAL DESCRIPTION

Performs complex (journey-level) budget preparation and analysis work. Work involves examining, reviewing, and analyzing operating budgets; compiling statistics and reports related to budgetary activities; preparing and revising appropriations requests; preparing and monitoring program performance measures; and providing technical advice and assistance on budgetary matters; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates budgeting procedures, preparation, and reporting

Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives

Oversees the development and evaluation of performance and workload measures

Develops budget policies and procedures

Examines operating budgets to determine whether funds have been appropriately allocated

Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made

Advises staff on areas in which action may be required to stay within the budget

Studies and develops budget formulas for appropriation requests

Prepares legislative appropriations requests and department budget instructions

Prepares reports on performance measures

Prepares fiscal notes and analyses of legislation

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in budget preparation and analysis and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Knowledge, Skills, and Abilities

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, and to supervise the work of 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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET MANAGER I**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) budget preparation and analysis work. Work involves examining, reviewing, and analyzing operating budgets; compiling statistics and reports related to budgetary activities; preparing and revising appropriations requests; preparing and monitoring program performance measures; and providing technical advice and assistance on budgetary matters; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates budgeting procedures, preparation, and reporting

Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives

Oversees the development and evaluation of performance and workload measures

Develops budget policies and procedures

Examines operating budgets to determine whether funds have been appropriately allocated

Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made

Advises staff on areas in which action may be required to stay within the budget

Studies and develops budget formulas for appropriation requests

Prepares legislative appropriations requests and department budget instructions

Prepares reports on performance measures

Prepares fiscal notes and analyses of legislation

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years of experience in budget preparation and analysis and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY

BUDGET MANAGER II

GENERAL DESCRIPTION

Performs highly advanced (senior-level) budget preparation and analysis work; Work involves planning, organizing, coordinating, and evaluating budgetary activities; and analyzing and reviewing budget requests. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the planning, organizing, coordinating, and evaluating of budgetary activities

Oversees the development of performance and workload measures

Oversees the preparation of budgetary and management reports

Oversees the preparation of financial statements and reports

Coordinates the preparation of budgets to provide management with expenditure data, trends, and recommendations

Establishes work methods and priorities, and determines methodologies and techniques for performing budget evaluations

Informs management of budget deviations, problems, and events likely to affect operations; explains causes; and measures impact on the department's mission and resources

Analyzes expenditure patterns and makes recommendations on the use of funds

Measures the impact of existing and proposed state and federal legislation

Ensures accuracy and timeliness of submission of the strategic plan, legislative appropriations requests, and requests for federal funding

Ensures coordination of budgeting procedures, preparation, and reporting

Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations

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

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field is required

Knowledge, Skills, and Abilities

Knowledge of accounting, budgetary, and management principles, practices, and procedures; and of legal restrictions governing allocation of funds

Skill in analyzing financial data

Ability to monitor and report on performance measurement; to analyze management problems and develop and present alternative solutions; to coordinate the gathering and analysis of data; and to plan, assign, and/or supervise the work of 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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUYER I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level purchasing work; Work involves purchasing commodities, equipment, and services; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Requisitions and orders merchandise, supplies, and equipment
- Prepares, reviews, and tracks purchase orders
- Prepares and reviews bid specifications
- Reviews and codes bids to determine lowest and best bids
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders
- Distributes bid invitations to vendors
- Maintains files and records
- Process receipts of purchases
- Assists with emergency purchases
- Assists with determining operational minimum and maximum inventory levels
- Assists with negotiating settlement complaints
- Performs related work as assigned

EXPERIENCE AND EDUCATION

- One (1) to two (2) years experience in the procurement of goods and services
- Graduation from an accredited four (4) year college or university with major course work in business or public administration or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing methods and procedures, of assigned commodities and products on the open market, of supply sources, and of the principles of accounting

Ability to evaluate bids, to develop methods and procedures for locating supply sources, and to maintain a system of record keeping

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUYER II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) purchasing work; Work involves purchasing commodities, equipment, and services; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Requisitions and orders merchandise, supplies, and equipment, including initiating and approving emergency purchases

Prepares, reviews, and tracks purchase orders

Prepares and reviews bid specifications

Reviews and codes bids to determine lowest and best bids

Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders

Distributes bid invitations to vendors

Maintains files and records

Processes receipts of purchases

Assists with emergency purchases

Assists with determining operational minimum and maximum inventory levels

Assists with negotiating settlement complaints

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) to four (4) years experience in the procurement of goods and services and understanding of county and state purchasing practices

Graduation from an accredited four (4) year college or university with major course work in business or public administration or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Work towards certification(s) as a Certified Professional Public Buyer (CPPB)

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing methods and procedures, of assigned commodities and products on the open market, of supply sources, and of the principles of accounting

Ability to evaluate bids, to develop methods and procedures for locating supply sources, and to maintain a system of record keeping

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUYER III**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) government procurement projects in accordance with all applicable laws and Hidalgo County's Purchasing Policies and Procedures; Work involves purchasing commodities, equipment, and professional services; ensures vendor compliance with County's contract terms and conditions, including but not limited to, the negotiation of agreements when necessary and/or required; provides technical assistance regarding contract requirements/specifications. Develops and interprets contract language. May train and/or supervise others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares RFBs (Request for bids), RFPs (request for proposal), and RFQs (request for qualifications) for procurement of goods and services and distributes to interested vendors Conducts pre-bid/pre-proposal conferences & meetings (if applicable)

Reviews and evaluates bid/proposal responses received to determine responsiveness, completeness, and compliance for placement on Commissioner's Court agenda for ranking and/or award, when applicable to the project

Conducts and coordinates all negotiations (when applicable and necessary) for presentation to Commissioner's Court of the final and most advantageous agreement for award in order to establish contracts through the formal and informal bidding processes, request for proposals, request for quotes, and cooperative purchasing organizations

Determine and develop procurement approach, bidding requirements, selection criteria, general terms and conditions for procurement packets. Assist user departments in developing scope or work or technical specifications

Award, prepare contract, compile contract file and provide contract administration through closeout of projects

Identify and resolve various procurement tasks associated with procurement processes

Verify adequacy of insurance coverage, payment and performance bonds

Draft amendment and/or change orders for complying with contract procurement Research alternative procurement requirements for new technologies, goods and services as well as vendor availability

Resolve problems with procurements and initiate protest resolutions

Identifying irregularities affecting the responsiveness of a bid or creating grounds for bid protest

Analyze and make recommendations regarding compliance issues, violations of contract provisions and policies and procedures

May train and/or supervise others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a US accredited college or university with a bachelor's degree in business administration, accounting, finance, public administration or a closely related field of study, plus a minimum of two (2) years of experience in governmental procurement (purchasing) of goods and services, or other related public purchasing experience in a state, county or local public agency

Additional experience may be substituted for some of the required education. One (1) year of additional experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

An associate degree, in the course work required for a degree as noted above, plus a minimum of four (4) years of governmental purchasing experience, meets the minimum qualifying requirements

CERTIFICATES, LICENSES AND REGISTRATION

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

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

Must currently possess, or must be willing to attain the following certifications within 24- 36 months of employment:

- Certified Public Purchasing Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Purchasing Manager (CPM)
- Other pertinent industry certifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of public purchasing procedures, advertising practices and contract language

Proficient knowledge of business principles in procurement theory

Skills in negotiation, project management, problem solving, and analytical procurement interpretation

Knowledge of purchasing methods and procedures, of assigned commodities and products on the open market, of supply sources, and of the principles of accounting

Ability to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, and to train others

Requires accurate, timely and effective purchasing skills

Knowledge of contract development, review and negotiation

Ability to write routine reports and correspondences and speak effectively to vendors and employees of the organization

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; and to deal with problems involving several concrete variables in standardized situations

Skill in technical writing and review, including ability to draft contract language

Ability to interpret and evaluate technical documents and/or drawings

Must demonstrate initiative, professionalism, adaptability, and problem solving skills in a fast paced, changing environment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY PRECINCT #1

CALL CENTER SPECIALIST

GENERAL DESCRIPTION

One of the main goals of the Hidalgo County Precinct Office is to satisfy our constituents without compromising the positive culture and climate set by our administrative team. This position requires strong leadership, communication, problem-solving and networking skills.

EXAMPLES OF WORK PERFORMED

Maintain the highest level of professionalism at all times

Address constituents' concerns regarding brush, livestock, road, alleys and easements via telephone, office walk-in visits, and/or trips to colonias and road sites

Receive and address all culvert pipe calls and work orders

Be aware of the Hidalgo County standards as they relate to road ways and the manner to adopt roads for the county

Be aware of the process that is necessary to assist the constituents in naming roads and also be able to identify and determine county roads, state roads and non-dedicated County roads

Be able to draft petitions to meet County standards to adopt roads for the purpose of 911 calls, or for the purpose of registering roads for the county

Be able to identify the various drain ditches

Be able to train staff

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Minimum of four (4) years in public administration or government experience

Certificates, Licenses, Registration

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

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

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

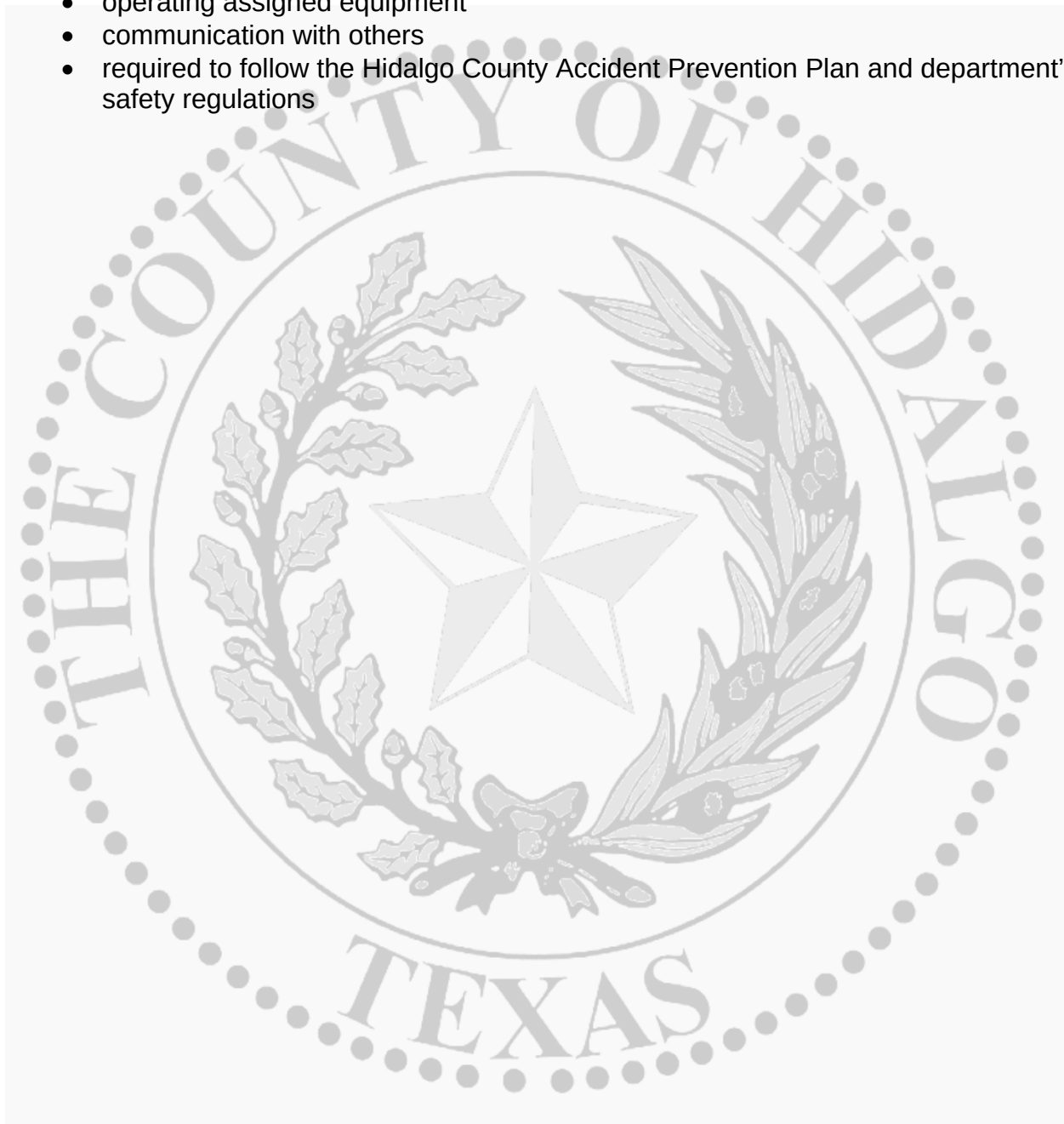
Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CARPENTER I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (entry-level) carpentry work; under general supervision, will perform skilled maintenance carpentry work at county facilities.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc

Fabricates wooden accessories, cabinets, tables, shelves, display cases, frames, moldings, railings, etc

Hang sheetrock, tape and float, textured sheet rock

Repair and replace door locks and knobs

Replace glass on doors and windows

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience as a journeyman carpenter

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for projects

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CARPENTER II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (journey-level) carpentry work; under general supervision, will perform skilled maintenance carpentry work at county facilities.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc.

Fabricates wooden accessories, cabinets, tables, shelves, display cases, frames, moldings, railings, etc.

Hang sheetrock, tape and float, textured sheet rock

May read profiles and blueprints

Repair and replace door locks and knobs

Replace glass on doors and windows

May fabricate furniture as requested by department

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc.

Will record data in forms/logs based on projects requested or work activities

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years experience as a journeyman carpenter

Graduation from a high school or equivalent (GED)

Some vocational training

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for projects

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CARPENTER III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (journey-level) complex carpentry work; under general supervision will perform skilled maintenance carpentry work at county facilities; May supervise carpentry staff.

EXAMPLES OF WORK PERFORMED

Operates various power saws, drills, buffers, grinders, sanders, etc.

Hang sheetrock, tape and float, textured sheet rock

May read profiles and blueprints

May fabricate furniture as requested by department

Operates wood working machines, shaper, jointer, router, planer

Uses measuring tapes, transits, levels

Operate pneumatic nail guns and staplers, etc.

Will record data in forms/logs based on projects requested or work activities

May train staff and oversee equipment storage and maintenance

In charge of overseeing projects and their completion through work orders

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience as a journeyman carpenter

Graduation from a high school or equivalent (GED)

Some vocational training

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of materials, equipment, and procedures used in carpentry

Knowledge of applicable building codes

Ability to estimate costs, time, and materials need for projects

Ability to work with a team

Some knowledge of computer use for job orders, etc.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CASHIER I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (entry-level) cashier work; Work involves collecting fees, charges, and payments for events, products, services, or non-events.

EXAMPLES OF WORK PERFORMED

Collects payments by accepting cash, making change and/or charge card for services, fees, etc

Balances drawer for counting cash at beginning and end of work shift

Maintains checkout operations by following county policies and procedures

Maintains safe and clean working environment by complying with procedures, rules, and regulations

Provides information by answering questions and requests

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Some experience in cashiering

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make change accurately

Able to operate cash register

Ability to handle high volume of customers

Good customer service

Good math and calculator skills

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CASHIER II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine journey-level cashier work; Work involves collecting fees, charges, and payments for events, products, services, or non-events.

EXAMPLES OF WORK PERFORMED

Collects payments by accepting cash, making change and/or charge card for services, fees, etc

Balances drawer for counting cash at beginning and end of work shift

Maintains checkout operations by following county policies and procedures

Maintains safe and clean working environment by complying with procedures, rules, and Regulations

Provides information by answering questions and requests

Resolves conflicts with credit card companies regarding non-transmission of data

May handle problems with patrons

May supervise other cashiers in training

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year experience in cash handling

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make change accurately

Able to operate cash register

Ability to handle high volume of customers

Good customer service and math/calculator skills

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CASHIER III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine journey-level cashier work; under general supervision resolves conflicts with patrons, ensures that cashiers have sufficient change, resolves equipment failures, and oversees the collection of fees for events or non-events.

EXAMPLES OF WORK PERFORMED

May open and close facilities

Oversees daily operations of the cashiers

Verifies cash tills prior to opening bank change funds

Prepares and posts deposits

Provides relief for cashiers during breaks and lunches

May schedule hours for cashiers

Maintains checkout operations by following County policies and procedures

Maintains safe and clean working environment by complying with procedures, rules and regulations

Provides information by answering questions and requests

May supervise other cashiers in training

Will complete daily reports

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Two (2) years experience in cash handling

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make change accurately

Provide excellent customer service

Ability to handle high volume of customers

Skill in operating cash register, calculator and other basic office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CERTIFICATION SPECIALIST II – UCP**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CERTIFIED MEDICAL ASSISTANT**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level medical assistant work; will perform selected clinical duties under the delegation of physician or RN; will perform administrative and basic patient care.

EXAMPLES OF WORK PERFORMED

Collects, reports, and documents data during patient intake

Collects, performs, documents specimen collection, including but not limited to; blood, urine, stool, tissue, etc.

Performs clinical duties as assigned including, but not limited to, preparing patients for exams, treatments, etc.

Administers medications to patients

Distributes standardized patient education materials and diagnostic referral forms

Maintains a clean, safe, and orderly work environment

Follows established departmental policies and procedures

Performs clerical duties such as appointment setting answering and directing telephone calls, taking messages, maintaining medical records, filing patient charts

Maintains inventory management of medical and office supplies

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Certificate from a Medical Assistant Program and must have current CPR Certification

One (1) year of medical assistant related experience

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of operational medical equipment

Knowledge of medical terminology

Knowledge of basic anatomy and physiology of all body systems

Excellent written and verbal communication

Able to work with medically related computer programs

Ability to maintain effective working relationships with patients, families, staff, and the Public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF ADMINISTRATOR**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advance (senior-level) strategic and tactical direction and support to the County Commissioner or County Judge and to department staff in the effective development and attainment of the department's goal and objective. Ensures training, evaluation, and personal development of all department employees. Handle difficult problems or public policy concerns. This position is appointed by and serves at the will of the County Commissioner and/or County Judge.

The Chief Administrator is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED

With proper use of privileged, sensitive and confidential information, researches, develops, recommends and analyzes positions, proposals, policies, and programs for the Commissioner or for presentation by the Commissioner

Negotiates, mediates, and assists local, state, and federal governments and private entities regarding precinct or county related projects

Develops and provides to the media general information and interpretation of County Commissioner's positions and policies; requires knowledge and understanding of Texas Open Meetings/Open Records Act

Supervises County Commissioner's Road and Bridge, Sanitation, and Parks staff and ensures effective and efficient delivery of services and timely completion of projects

Monitors and analyzes media and public opinions. Develops and recommends responses, programs and positions

Interviews, evaluates and recommends job applicants

Secures and provides critical information to County Commissioner for Commissioners Court proceedings

Represents County Commissioner to various groups and forums as directed researches, addresses, and resolves various internal, external and inter-governmental inquires, problems and complaints

Researches and composes correspondence and presentations on behalf of the precinct and/or the County Commissioner; makes presentations as required

Oversees, analyzes, advises and assists County Commissioner regarding all phases of Precinct road and bridge maintenance and construction projects and operation

Assist the County Commissioner in developing, drafting, and in presenting proposed legislation of interest or benefit to the County

Develop and administer Inter-local contracts/agreements with other governmental entities; ensures compliance with policy and applicable law

Develops and administers County Commissioner's Budget

Maintain an understanding of existing and new State and Federal laws and regulations especially pertaining to purchasing, personnel, precinct operations, and all other relating to County operations

May manage the operations of the precinct and the Commissioner's projects by delegating and reviewing the management and the delivery of services and resources

Manage the development, implementation and oversight of applicable programs and projects

Monitor departmental resources to ensure compliance with operating budgets, project budgets, and applicable policies and laws

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of seven (7) years of progressively responsible and related work experience with a minimum of four (4) years of supervisory experience required

Experience in government environment

Graduation from an accredited university or college with a Bachelor's degree in government, public relations, management, law, or other related field

Prefer background in one or more of the following fields: Government, Public Relations, Management, Budget Development and Administration, Law, Personnel, or Road Maintenance and Construction

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

May require related certifications

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral and diagram form

Ability to supervise and communicate effectively with staff and public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, County, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and department heads

Ability to utilize wide discretions and independent judgment/decision making in compliance with the policies of the county

Understand the laws of the State of Texas and consistent with the independent beliefs and positions of the County Commissioner

Ability to use computer and communication devices while out in the field

Understanding of budgeting and planning

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF CRIMINAL INVESTIGATOR**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Asst. Chief Investigator answers to the Hidalgo County Criminal District Attorney Chief Investigator. The Asst. Chief Investigator assumes all of the Chief's duties and responsibilities during the Chief Investigator's absence, at the direction of the Chief Investigator or of the Hidalgo County Criminal District Attorney. The Asst. Chief Investigator may maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned by the Chief Investigator or Criminal District Attorney.

EXAMPLES OF WORK PERFORMED

Will have first line supervision authority over all Hidalgo County Criminal District Attorney field operations personnel, including asset forfeitures.

May approve all operational plans and primarily ensures that the safety and well-being of the public, investigators, operations and law enforcement personnel.

Will apply all local, state and federal rules and regulations to all operations and may coordinate with other law enforcement agencies.

Will assess the risks involved in an operation and minimize them to ensure a successful and injury free operation.

Will supervise all local, state and federal law enforcement personnel within the purview of the Hidalgo County Criminal District Attorney's responsibilities.

May investigate rule infraction allegations committed by Criminal District Attorney Investigators.

Will mediate and attempt to resolve all problems caused by an operation or between local, state and/or federal agents.

Will provide tactical and strategic leadership to District Attorney Personnel and covert civilian operatives.

Will preside over all briefings and debriefings of all operations.

Will ensure that all Criminal District Attorney Investigators have the necessary equipment to perform their duties in a safe and efficient manner.

Will maintain a high level of professionalism and quality ethical standards.

EXPERIENCE AND EDUCATION

Must have an intermediate certification as a peace officer from the Texas Commission on Law Enforcement (TCLOE).

Must have at least five (5) years of law enforcement experience.

Supervision experience is preferred.

CERTIFICATES, LICENSES AND REGISTRATION

Completion of TCOLE course 3737-New Supervisor (first line) course is **preferred**.

Must have a current Texas Operator's Driver's License.

Must be able to be insured by the County's Insurance carrier.

Must pass a criminal background check, drug test and credit report check.

Computer knowledge:

Must have personal computer knowledge. Ability to learn new computer software. Must be familiar with Microsoft Windows products.

Language Skills:

Ability to read, analyze and interpret complex documents

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write speeches and articles using original or innovative techniques or style.

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management and public groups.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problem(s) collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Undercover methods and procedures including patrol, surveillance, covert monitoring, investigation and identification techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence.

Courtroom ethics, demeanor and decorum in providing testimony related to criminal cases.

Offensive and defensive weapons nomenclature and theory.

Use of firearms and other modern law enforcement equipment.

Self-defense tactics.

Interview and interrogation techniques and methods.

English usage, spelling, grammar and punctuation.

Pertinent federal, state and local laws, regulations and codes.

Principles and practices of legal document preparation including citations and arrest warrants.

Division Standard Operating Procedures and directives.

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Health & Safety Code.

Ability to:

Accurately observe and remember names, faces, numbers, incidents and places.

Use and properly care for firearms.

Understand, interpret and apply laws and Standard Operating Procedures (SOP's).

Prepare clear, accurate and grammatically correct written reports; communicate clearly and concisely, both orally and in writing.

Maintain confidentiality in the performance of duties.

Analyze situations quickly and objectively and take necessary emergency action.

Identify potential crime situations or traffic hazards and take preventative action.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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

- Effecting arrests
- Subduing resisting individuals

- Lifting and carrying light to heavy materials and individuals
- Conducting covert surveillance
- Running, walking, crouching or crawling during investigative operations
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time
- Operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to:

- Armed or dangerous persons
- Communicable diseases
- Firearms
- Excessive noise
- Inclement weather

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment and vehicles
- Communicating with others

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality

Exercising sound judgment and rational thinking under dangerous circumstances.

Evaluating various options and alternatives and choose an appropriate and reasonable course of action.

Demonstrating intellectual capabilities including during training and testing processes.

Effectively handle a work environment and conditions which may involve:

- Working in intense life threatening conditions
- Exposure to various weather conditions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF DEPUTY**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (senior-level) managerial work overseeing the county departments overall performance. Serves as the Chief of Staff for major countywide elected offices and fulfills all of the Elected Official's duties in their absence. Oversees all administrative and personnel matter including interviewing, hiring, firing, assigning duties and reprimanding. Other administrative duties include overseeing all divisions within the Elected Officials Office and maintaining a modern, professional and cooperative environment in the office. Handles all complaints from the public and attends meetings as well as any other functions requested by the Elected Official.

EXAMPLES OF WORK PERFORMED

- Must have general knowledge of the divisions within the Elected Official's office
- Recommends to Elected Official hiring, disciplinary actions, transfers, promotions, and terminations
- Develops training programs and implements same upon approval
- Oversees the preparation of management and productivity reports and studies
- Oversees special investigations, research studies, and internal audits
- Assist Elected Official with budget development and administration
- Recommends and implements departmental policy
- Maintains department compliance with County policies, state and federal laws
- Will serve as the liaison between the Elected Official's office and the software provider for the office
- Performs all other related duties involved in the operation of the business as assigned or required

EXPERIENCE AND EDUCATION

- Minimum of seven (7) years of experience in office administration with minimum four (4) year of supervisory experience
- Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

General knowledge of city, county, and state government is required

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and departments heads

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF FRAUD INVESTIGATOR**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) investigative work; Work involves planning, organizing, and conducting investigations relating to fraud concerning county matters. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees or conducts investigations of alleged violations of laws, rules, and regulations

Assists Federal, State and Local Law Enforcement agencies

Oversees or conducts background and personal history investigations, reviews records, and verifies information

Makes lawful arrests for violations of Laws for the State of Texas and local government ordinances and resolutions

Oversees or contacts and interviews witnesses and complainants

Oversees or evaluates and summarizes investigative findings

Reviews gathered and labeled evidence, photographs, fingerprints and will guard and transport prisoners

Oversees or examines, investigates, and analyzes the business activities of entities to ensure compliance with statutory standards and regulations

Testifies and presents evidence in formal hearings or court proceedings

Reviews and analyzes records and reports for compliance with laws and regulations

Reviews investigative techniques, policies, and regulations; and recommends improvements, changes, or modifications

Monitors the quality and quantity of investigations conducted

Develops procedures for conducting investigations and trainings

May address and work with community groups to promote good public relations and to inform citizens on designated subject matter

Serves court papers, writs, subpoenas, summons, capias, felony and misdemeanor warrants, and makes arrests

May perform undercover or surveillance work regarding suspected violators

Ensures that the job functions mentioned above are properly performed by subordinate personnel

Performs related work as assigned

Hours may vary

EXPERIENCE AND EDUCATION

Five (5) years of Law Enforcement experience as a full time peace officer

Two (2) years of investigative work experience

Graduation from an accredited four (4) year college or university with major course work in criminal justice or a related field

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

CERTIFICATES, LICENSES AND REGISTRATION

Must possess an intermediate Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative principles, techniques, and procedures; and of court procedures, practices, and rules of evidence

Skill in the operation of technical equipment and detection devices

Proper use and properly care for firearms

Ability to read, analyze and interpret the complex documents

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

Ability to think logically and objectively

Ability to plan, organize, and conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare reports; to testify in hearings and court proceedings; and to plan, assign, and/or supervise the work of others

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in principles and practices of legal document preparation including citations and arrest warrants

Knowledge of laws of arrest, search and seizure, service of legal process, and the legal right of citizens

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF OF APPEALS**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists in the supervision of employees engaged in the operation of District Clerk's Office. Preparation of all indictments, including Grand Juries, preparation of TRN forms. Issuance of the numerical assignment of civil, juvenile, adoption and tax case files. Develops procedures and methods of performing tasks and substitutes for Chief Deputy in that person's absence. Carries out supervisory responsibility in accordance with Hidalgo County policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems. The Deputy Appeals Clerk provides clerical assistance to the District Courts, including responsibility for filing appeal records to the Court of Civil and Criminal Appeals, processing of legal documents, answering the telephone, and providing service to the general public.

EXAMPLES OF WORK PERFORMED

Maintains current knowledge of application statutes, regulations and guidelines relating to the operation of the District Clerk Office

Prepares indictment list for all Grand Juries in session

Assigns all case numbers for criminal indictments and civil cases, entry of all cases on computer

Prepares all labels for civil, criminal, juvenile, adoption, tax, protective orders and family matter cases, including the preparation of TRN forms and mail to Texas Department of Public Safety in Austin Texas

Makes travel arrangements for all District Clerk employees for out of town seminars

Approves bonds

Be able to work well with the general public and attorneys; should also be familiar with the Texas Rules of Civil Procedures, Code of Criminal Procedures and Texas Family Code

Assists in the supervision of the deputy clerk's handling of Attorney General and appealed cases

Prepares requisitions for the ordering of office supplies and maintains an adequate amount of office supplies on a monthly basis

Prepares and types a variety of documents which include transcripts of the record on civil and criminal cases

Receives and processes document files with the court, reviews for accuracy and completeness, records and processes orders, judgments and decrees of the court

Records the filing of all notices of appeals in civil, and criminal, family adoption, juvenile protective orders and child welfare suites, quotes, court costs if needed

Processes court documents in accordance with court procedures and legal requirements, maintains official records of court proceedings, prepares all transcripts according to the time table

Prepares all civil, criminal and post-conviction with transcripts for delivery to the Court of Criminal and Civil Appeals

Maintains accurate filing system, makes copies, types forms and performs other clerical work as needed

Performs, civil, criminal, family, adoption, juvenile, protective orders and child welfare searches, prepares all jury lists

Reviews, sorts, assembles, and organizes material; routes and delivers daily mail and documents to appropriate parties

Acts as receptionist, answers phones and provides service to the general public in a courteous manner

Ability to work well with others

Performs other such duties as may be assigned

Regular attendance is a must

EXPERIENCE AND EDUCATION

Graduation from high school or equivalent (GED) with courses in typing, plus three (3) years of progressively responsible experience in clerical functions of the judicial system, preferably including at least six (6) months of experience in a District Clerk's office and some supervisory experience

Any equivalent combination of experience and training which provides the required knowledge, skills, and ability

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

CERTIFICATES, LICENSES AND REGISTRATION

Must be bondable

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals

Utilize simple math skills in order to compile court costs of litigants and compiles court costs and transcripts

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from the general public and attorneys

Reads statutes and interprets

Read documents and enable transcripts to be compiled and filed with Court of Appeals

Drafts letters to attorneys

Prepares reports, memos and correspondence for other governmental agencies

Should have experience in office or related work

Should have knowledge of computers and spreadsheets

General knowledge of city, county and state government preferred but not required

Must have good writing and communication skills

Must be well organized

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHIEF OF STAFF**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Reports directly to the County Judge. Plans, assigns, and directs work conducted in the Office of the County Judge. Responsible for processing financial documents. Acts as a liaison between the County Judge and County departments, other elected officials, etc., and fulfills the County Judge's duties in his absence. This person oversees personnel issues including interviewing, hiring, firing, assigning duties, and reprimanding. Other administrative duties include overseeing all County Judge Departments listed below and maintaining a modern, professional, and cooperative environment in the office. The Chief Administrator will attend functions and complete other job duties as requested by the County Judge. Job requires spending time out of the office.

EXAMPLES OF WORK PERFORMED

Must have a general knowledge of the following departments located within the County Judge's Office: Revenue, Environment, Community Programs, and Border Affairs

Should have experience in office management or related work

Should have knowledge of computers and spreadsheet

Supervisory experience is a must

General knowledge of city, county, and state government

Ability to assist the public in person or by telephone

Must have good writing and communication skills

Must be well organized

Ability to work well with others including vendors, department employees, elected officials, and department heads

Develop general recommendations that promote continuing improvement in the policies and procedures of Hidalgo County

May be asked to attend some meetings to take notes or furnish information

Should maintain professional appearance and business attire

Should maintain confidentiality with private matters of the County Judge's office

Supervises employees in the County Judge's Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Four (4) year college degree from an accredited university in Government, Public Administration, Business or related field

Two (2) years administrative or government experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral, or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed. Duties may change according to the changing needs of the County Judge

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CHILD WELFARE SPECIALIST**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine to moderately complex (journey-level) human services support work. Work involves providing information to clients or assisting staff in the delivery of social services; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides information to clients and authorized entities regarding the status of services

Provides information to potential clients about County programs and services

Completes case reports and forms to document client services provided

Verifies quality of services with clients and assists with adjustments

Prepares reports on monitored services

Distributes published materials outlining eligibility requirements

Maintains case files and records

Assists in obtaining or verifying case data from external sources

Assists potential clients in completing applications for services

Assists in providing casework services for adults or children with physical, mental, emotional, or social problems

May monitor clients in a structured setting

May transport clients to and from appointments

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in social services

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational Training

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the needs, problems, and community environments of persons with disabilities; of community and government service delivery systems; of case management systems; and of community welfare resources

Ability to communicate effectively and to negotiate services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CJIS SPECIALIST I**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CJIS SPECIALIST II**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLAIMS INVESTIGATOR I**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (entry-level) claims investigator work; under general direction, works in assisting Claims Investigator II to investigate and process claims against the County and makes recommendation to eliminate and deter future claims.

EXAMPLES OF WORK PERFORMED

Assists in providing advice on making a claim and the processes involved

Assists in investigating claims of property damage and personal injury involving the County of Hidalgo

Assists in investigating reports of premise defects, damages or other potential hazards

Assists in recommending settlement with claimants or legal representatives

Identify and advise appropriate department of problems or situations which present potential liability to County

Assists in gaining information from other professionals, such as the police and medical and technical staff

Respond to inquiries on the proper procedures to file a claim

Assist in processing claims and maintains status files

May travel within a working day (to meet clients) is frequent

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience with investigations related to claims of property damage, personal injury, liability, etc.

Bachelors Degree or Associates Degree in Business or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative techniques

Knowledge of insurance industry practices and procedures

Good numeracy and literacy skills

Initiative and the ability to adapt quickly to different situations

Skill in preparing and maintaining case files

Ability to use tact and diplomacy in all communications

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLAIMS INVESTIGATOR II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (journey-level) claims investigator work; under general direction, works independently to investigate and process claims against the County and makes recommendation to eliminate and deter future claims.

EXAMPLES OF WORK PERFORMED

Investigate claims of property damage and personal injury involving the County of Hidalgo

Investigate reports of premise defects, damages or other potential hazards

Negotiate settlement with claimants and/or attorneys

Recommend settlement amounts pending approval of litigation

Identify and advise appropriate department of problems or situations which present potential liability to County

Respond to inquiries on the proper procedures to file a claim

Will visit claimants in their homes or place of work with occasional office visits or meetings with solicitors and other professionals

Travel within a working day (to meet clients) is frequent, but absence from home at night and overseas travel are both uncommon

Process claims and maintains status files

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years experience with investigations related to claims of property damage, personal injury, liability, etc.

Graduation from an accredited college or university in Business or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative techniques

Knowledge of insurance industry practices and procedures

Organizational and time management skills

An outgoing and confident disposition when dealing with people, often in difficult circumstances

Good numeracy and literacy skills

Skill in negotiating settlements with claimants

Skill in preparing and maintaining case files

Ability to use tact and diplomacy in all communications

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLERK I**
Grade: 01

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs (entry-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, or accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Reviews completed forms for signatures and proper entries

Provides information to the public by mail or telephone

Receives shipments and supplies, inspects for damage, and checks for correct quantity and quality

Assembles, organizes, and tabulates data; may perform data entry and retrieval

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Delivers documents, supplies, or other items; takes deposits to the bank; and runs errands as appropriate

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May assist in conducting physical inventory

May receive and count cash

May make arrangements for repairs and services

May assemble and pack shipments, contact transportation companies to arrange for shipping, and assist in loading trucks

Performs related work as assigned

EXPERIENCE AND EDUCATION

Six (6) months of experience with clerical operations

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic

Skill in using personal computers and office equipment

Ability to prepare and maintain records, files, and reports

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLERK II**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, and purchasing; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents, and maintaining files; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding policies and procedures, assists the public and staff in filling out forms, and provides information to the public by mail or phone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data and performs arithmetical computations; may prepare charts, graphs, and tables

Files and maintains forms, records, and reports

Opens and distributes incoming mail and prepares mail-outs

Performs data entry and retrieval

May receive shipments and supplies, inspect for damage, and check for correct quality and quantity

May maintain office schedules and appointments and provide notification of appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May assist in balancing accounts by running tapes and proofreading

May prepare summaries of balances and cost information and formulate other reports as required

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May receive and count cash

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in clerical work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to prepare and maintain detailed records, files, and reports; to type accurately at a speed consistent with work requirements; and to transfer stock from one location to another

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLERK III**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Produces and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms

Answers inquiries regarding procedures and policies, assists the public and staff in filling out forms, and assembles and mails information packets

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data; and may compile and tabulate data, and prepare charts, graphs, and tables

Maintains files, materials, and supplies

Opens, stamps, classifies, sorts, and routes mail, and maintains records on postage, registered mail, and packages

Performs data entry, retrieval, and data searches

Receives, stores, and issues stock items

May perform arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive and forward payments to the appropriate agency staff

May screen applicants, administer employment tests, and assist in orienting employees

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for repairs and services

May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

Responsible for answering and routing phone calls

Will be assisting the general public

May be required to work overtime or hours other than standard work schedule during emergencies

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years experience in clerical work

Graduation from a high school or equivalent (GED)

Vocational training

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of warehousing procedures; of purchasing policies and procedures; of records administration and maintenance techniques and procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to maintain excellent customer service

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLERK IV**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) clerical work in areas such as bookkeeping, inventory control, statistics, employment, human resources, purchasing, and accounting; Work involves compiling and tabulating data, checking documents for accuracy, handling and transporting documents and/or stock and inventory, and maintaining files; May train others; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary Interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to five (3-5) years of progressive experience in clerical work

Graduation from a high school or equivalent (GED)

Vocational training

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment; MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLINIC AIDE I**
Grade: 01

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level routine lab work, plotting, dietary recalls, nutrition education, issuing appointments and other clerical duties; Works under Nutritionist or LVN supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs nursing functions as appropriate

Takes and records patients' data on appropriate forms and health records

Pulls and files patients' information

Issues food cards and appointments

Performs Income screening

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Assist in nutrition education and dietary counseling services

Assist in the development of nutrition education programs

Refers individuals to other agencies or institutions for nutrition and dietary services as Appropriate

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in Public Health

Graduation from a high school or equivalent (GED)

Graduate from a Vocational school with a certificate of Medical Assistant, Nurse's Aide or related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Certification of Medical Assistant, Nurse's Aide or related field

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of patient care

Skill in the use of equipment used in patient care

Interviewing skills

Ability to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLINIC AIDE II**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine to moderate (journey-level) lab work, plotting, dietary recalls, nutrition education, issuing appointments and other clerical duties. Works under Nutritionist or LVN supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs nursing functions as appropriate

Takes and records patients' data on appropriate forms and health records

Pulls and files patients' information

Issues food cards and appointments

Performs Income screening

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Assist in nutrition education and dietary counseling services

Assist in the development of nutrition education programs

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience in Public Health

Graduation from a high school or equivalent (GED)

Graduate from a vocational school with a certificate of Medical Assistant, Nurse's Aide or related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Certification of Medical Assistant, Nurse's Aide or related field

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of patient care

Skill in the use of equipment used in patient care

Interviewing skills

Ability to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLINIC AIDE III**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately to advance (journey-level) lab work, plotting, dietary recalls, nutrition education, issuing appointments and other clerical duties; Works under Nutritionist or LVN supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs nursing functions as appropriate

Takes and records patients' data on appropriate forms and health records

Pulls and files patients' information

Issues food cards and appointments

Performs income screening

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Assist in nutrition education and dietary counseling services

Assist in the development of nutrition education programs

Refers individuals to other agencies or institutions for nutrition and dietary services as Appropriate

May train and/or supervise others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in Public Health

Graduation from a high school or equivalent (GED)

Graduate from a Vocational school with a certificate of Medical Assistant, Nurse's Aide or related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Certification of Medical Assistant, Nurse's Aide or related field

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of patient care

Skill in the use of equipment used in patient care

Interviewing skills

Ability to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CLINICAL CARE SERVICES ADMINISTRATOR**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Director of Clinical Care Services functions under the direction of the Chief Administrative Officer and in collaboration with the Chief Physician. Functions as a public health program specialist by planning & directing multi-disciplinary systems of health care to ensure effective utilization of resources in the provision of comprehensive public health care services for Hidalgo County. Oversees eight (8) clinic sites, including personnel assignments, training and hiring which includes developing goals & resources for the Clinical Group. Is responsible for analyzing, developing, implementing and coordinating new and existing programs (Title V, MCH, TB, Immunization, Family Planning & Community Health- OPH). Maintains Quality Assurance, accountability & reporting of implemented programs, to County and Department of State Health Services. Establishes, maintains, supports the activities of public health education, promotion, disease prevention & control in the community. Develops and implements specialty community clinics; and supervises Central Office personnel associated with those clinics including but not limited to Family Planning, Prenatal, Child Health, TB, Immunizations and Communicable Diseases and the reporting of these clinics. Prepares & writes new and renewal grant applications in coordination with the Budget Manager, under the supervision of the Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Coordinates the operations of the Clinical Group including the development, implementation, and evaluation of the group's philosophy, goals, clinical practice standards and policies. Develops and maintains acceptable methods of recording and reporting that provide proper service control, uniform accounting and measurement of program results (Quality Assurance).

Develops policies and procedures in accordance to DSHS program guidelines/standards. Responsible in coordinating clinical quality assurance programs. Responsible for staff development of the Clinical Groups. Devises tools and methods of assessment of knowledge and skill areas of the Nursing Groups. Responsible for recruitment of health programs personnel.

Responsible for the oversight of the HCHHSD Billing Division in collaboration with the Budget Manager. Responsible for the oversight of the Tuberculosis, Immunizations, Wellness Program, Maternal & Child Health, Family Planning & STD Programs. Implements, monitors & evaluates the performance measures of these programs in accordance to DSHS & department policies & procedures;

Responsible for Credentialing Committee for Medicaid, Medicaid HMO's, Private Insurance, Council for Affordable Quality Healthcare (CAQH), credentialing application updating, re-attestation as needed. Maintains knowledge current on program HMO's, updates & changes.

Addresses grievances related to the Clinical Group; Responds to client and service provider complaints to the Health Department resolving complex problems.

Monitors the community health status to identify community health problems through routine review and collection of community health status data, population based needs assessment and epidemiological processes. Responsible to develop and initiate population-wide health promotion, prevention and risk reduction programs (which include OPH grant performance measures).

Assists and/or coordinates with diagnoses and investigates health problems and hazards in the community to include chronic disease prevention and detection; communicable disease detection and strategic intervention and follow up. Assists in emergency response planning.

Develops and advocates for public health policies and comprehensive systems of health care delivery, to include application & compliance to current managed health care systems.

Assists in mobilizing community partnerships and provides expertise to the community on community health status in order to identify, prioritize and solve health problems to the benefit of the citizens of Hidalgo County.

Participates with management team and with other group's directors in establishing direction and leadership in the organization; assists in developing department policies, enforcing policies, and enhancing integration opportunities as member of the management staff, under the supervision of the Chief Administrative Officer.

Coordinates & evaluates effectiveness, accessibility and quality of personal and population based healthcare services; collects and maintains data to measure community interventions; identify underserved populations and implements changes in programs/systems to improve health outcomes.

Coordinates the Tuberculosis, Immunization, Title V MCH, OPH, Family Planning & Wellness Program, program budgets which includes; identifying budget needs and developing grant and program budgets in conjunction with the Budget Manager, under the supervision of the Chief Administrative Officer, compiling budget indicators for the various programs; and reviewing and approving group budget purchases and expenditures.

Reviews local, state, and federal resources for potential program funding; identifies funding and project opportunities and provides direction to group staff, community agencies, coalitions, etc. on following up on these opportunities.

Prepares and writes new and annual submittal of multiple grant requests TB, Immunization, OPH & Title V in coordination with the Budget Manager for HCHHSD, under the supervision of the Chief Administrative Officer. Monitors grant progress to ensure grant requirements are being met; and submits required reporting monthly and annually to state and County as applicable.

Serves as a public health practice resource and community expert on the practice of public health nursing; as adjunct faculty for undergraduate nursing students; will coordinate with universities/colleges adjunct staff in assuring that student requirements are met within all state HIPPA and county requirements.

Collaborates with other service providers including institutes of higher learning to share resources to maximize delivery of care.

Reviews and revises medical orders in conjunction with the Chief Physician and Clinicians. Directs the on-going review, revision, implementation and training in public health and nursing practice standards.

Develops, implements, and evaluates workplace OSHA policies. Oversees the staff development of the Clinical Group in accordance to OSHA & State Board Rules (BON).

Responsible to maintain and update all Third Party Provider information, credentialing and renewal applications.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Licensed to practice as an RN in Texas, plus

Ten (10) years or more experience as a Director of Nursing in public health or similar setting;

Ten (10) years or more experience in community health grant writing, i.e. DSHS, HHSC;

Ten (10) years or more experience as a practicing RN in a supervisory capacity in Public Health;

BSN/MSN may be substituted for 3 years of required experience

Immunization/TB Screening Requirements:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may be required

CERTIFICATES, LICENSES AND REGISTRATION

Employee must have proof of a current valid Texas Motor Vehicle Operator's License;

Must be able to be insured by County Insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of professional nursing theory, nursing process, including cultural social and economic forces in family, community and group dynamics. Broad knowledge of principles and practices in management, supervision and intra disciplinary collaboration. Knowledge of organizational structure, administrative process, and projected program expectations. Ability to communicate in oral, written form. Ability to apply principles of leadership, education, long range planning and evaluation. Ability to perform essential job functions with or without reasonable accommodations.

Maybe be required to work other than normal or scheduled hours including weekends and holiday.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COLLECTIONS ANALYST**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Collection Analyst will work closely with the Collections Supervisor in order to track daily collections efforts, design collections initiatives, create and provide analytical reports and data to improve the collections efforts of the Collections Department. Facilitate the establishment of new ideas and drive the collection effort in a timely and efficient manner.

EXAMPLES OF WORK PERFORMED

Analyze and improve all application procedures and methods for performance quality

Drive collections by escalating any customer issues in a professional, documented and systematic manner until resolved

Drive the resolution of collections problems by understanding the issues, articulating those issues and getting the appropriate personnel to resolve those issues in a timely fashion

Follow-up with the customers for final resolution of payment when most collections efforts have been exhausted

Communicate weekly to the appropriate collection specialists on any issues requiring support and hold them accountable for their collections efforts

Weekly provide a twelve week projections forecast based on detailed and timely knowledge of our customers payment habits and issues

Establish monthly, quarterly and yearly goals for collections specialist

Provide presentations on statistical data to all concerned county officials that has a direct impact on the collection effort

Manage and coordinate any internal cross functional requirements to resolve collection issues

Provide timely collections reports and brief the Collections Supervisor on all data

Escalate any concerns to Collections Supervisor immediately for timely resolution

Work directly with RevQ and able Term in order to enhance collections reporting in keeping with OCA directives

Provides Collections Specialist with direct support and possible enhancements of all computer based systems

Manage all data required to keep the department in compliance with OCA standards

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

EXPERIENCE AND EDUCATION

Minimum of three (3) years collections experience

Associate's degree in business administration, public administration, or related field

Graduation from an accredited four (4) year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or related field

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Ability to operate standard office equipment and type forty (40) words per minute

Must possess good communication skills

Flexibility to be cross-trained in various departments

Strong organizational skills

Ability to work independently and to adapt to a fast changing environment

Must have attention to detail with an eye for accuracy

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COLLECTIONS ENFORCEMENT OFFICER I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (entry-level) collections duties. Responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. Primary responsibilities include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Reviewing open accounts for collection efforts

Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

Review and monitor assigned accounts and all applicable collection reports

Provide timely follow-up on payment arrangements

Mail correspondence to customers to encourage payment of delinquent accounts

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years collections experience

Associate's degree in business administration, public administration, or related field

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Ability to operate standard office equipment and type forty (40) words per minute

Must possess good communication skills

Flexibility to be cross-trained in various departments

Strong organizational skills

Ability to work independently and to adapt to a fast changing environment

Must have attention to detail with an eye for accuracy

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COLLECTIONS ENFORCEMENT OFFICER II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) collections work. Responsible for collections of outstanding accounts receivable dollars from the existing client base and all other aspects of collections, resolving customer billing problems and reducing accounts receivable delinquency. Primary responsibilities include interviewing defendants, verifying information, setting up payment contracts and collecting criminal court costs and fines. May train others.

EXAMPLES OF WORK PERFORMED

Assists in daily operations of Collections Department

Assists with implementation of departmental policy and procedures

Compiles status and progress reports

Interview defendants and underwrites payment agreements

Reviewing open accounts for collection efforts

Making outbound collection calls in a professional manner while keeping and improving customer relations

Resolves client-billing problems and rescues accounts receivable delinquency, applying good customer service in a timely manner

Collect customer payments in accordance with payment due dates

Identify issues attributing to account delinquency and discuss them with management

Review and monitor assigned accounts and all applicable collection reports

Provide timely follow-up on payment arrangements

May train others

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum of three (3) years collections experience

Associate's degree in business administration, public administration, or related field

Graduation from an accredited four (4) year college or university with a Bachelor Degree in Business or Public Administration, Accounting, Management, or related field

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of personal computers, office practices and procedures

Ability to meet and deal effectively with the public

Ability to operate standard office equipment and type forty (40) words per minute

Must possess good communication skills

Flexibility to be cross-trained in various departments

Strong organizational skills

Ability to work independently and to adapt to a fast changing environment

Must have attention to detail with an eye for accuracy

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMMISSIONERS' COURT ADMINISTRATOR**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs upper level management coordination functions for Commissioner's Court. Responsible for managing the scheduling, the preparation, and the posting of all Court agendas, workshops, and special meetings. Coordinates all agenda items with department heads, appointed officials, and elected officials. Insures the coordination of legal reviews for all contracts and inter-local agreements with the Office of the County Judge and Legal Counsel. Position is also responsible for the budgetary management of certain legal related accounts.

EXAMPLES OF WORK PERFORMED

Coordinates the preparation and the compilation of the weekly Commissioner's Court Agenda

Coordinates the preparation and the compilation of Court workshops and special meetings

Develops and implements policies and procedures for the utilization of the Agenda Quick software program and coordinates with the program vendor as necessary to correct or improve the program

Insures that all agenda items have appropriate documentation/backup

Insures that contracts and/or inter-local agreements are properly completed as they relate to agenda items

Insures that sufficient funds are budgeted for assigned accounts and insures that invoices on these accounts are processed and paid on a timely basis

Coordinates with budget division staff to insure all financial related agenda items are properly funded

Notarize documents as needed or requested

Make copies, fax information, obtain signatures from County Judge on documents and distribute accordingly

Assemble agenda packets, distribute copies via fax/mail boxes and store agenda packets in files

Coordination of weekly Commissioners' Court Agenda and all related information such as agenda request forms, budget amendments, line item transfers, etc

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience working in an administrative position in a government entity

Graduation from an accredited college or university in business administration, planning, public administration, or related field is required

Two (2) years of experience may be substituted for each year of the required education

CERTIFICATES, LICENSES AND REGISTRATION

Certification as a notary public

May be required to be bondable

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

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMMUNICATIONS OPERATOR**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs phone operator duties, answering the telephones, taking messages, and providing information. Exercises judgment regarding procedures and processes.

EXAMPLES OF WORK PERFORMED

Depending on the area of criminal enforcement to which assigned, may perform any of the following duties:

Answering incoming phone calls

Receives and process information from incoming calls.

Transfer incoming calls to appropriate Division or Person.

Place outgoing calls

Update automated answering system.

Catalog call or caller data

Maintain and update phone number information for department personnel and other agencies, organizations, businesses or vendors as deemed necessary.

Responsible for classified data.

Reports and documents all detected malfunctions of the phone system.

Takes written or computerized messages for the department personnel.

Arrange conference calls.

Performs duties as assigned not referenced in the aforementioned.

SUPERVISORY RESPONSIBILITIES

May supervise other employees of the secretarial staff in the department if required.

May be responsible for assigning work to other department personnel when required.

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

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

CERTIFICATES, LICENSES AND REGISTRATIONS

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively both orally and in writing

Ability to work with general public

Ability to use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages

Ability to speak clearly and concisely

Ability to keep accurate records

Good knowledge of business in English, spelling and punctuations

Ability to establish and maintain effective working relationships with other County employees and the general public

Ability to assist records supervisor in training staff when required

Ability to read and write in the English language

Ability to speak in the English and Spanish language is essential

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 speak effectively with citizens and employees of organization

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

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Employee may be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County.

DISQUALIFICATIONS FOR CONSIDERATION OF EMPLOYMENT TO POSITION

Currently on probation or serving a sentence for any criminal offense

Charges pending for any criminal offense or a warrant is outstanding

If prior military service, dishonorable discharge

Prior felony convictions

Convicted of the offense of Driving While Intoxicated or Driving Under the Influence of drugs within twenty-four (24) months from date of application

APPLICANT SCREENING

The top candidates, based on a review of the completed applications for employment and the information submitted with the applications, will be referred to the Sheriff's Department for a personal interview.

Successful applicant will undergo a thorough background investigation prior to being offered the position. Applicant must pass the background investigation to be selected for the position

INFORMATION AND DOCUMENTS TO BE SUBMITTED TO HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT:

Application for Employment

Copy of High School diploma or GED certificate

College transcript, if applicable

Military Service Discharge Certificate (DD214), if applicable

Copy of current Texas Motor Vehicle Operator's License

Documents to support prior service in any aspect of law enforcement, including date of employment, employer name and positions held with employer

Any other background information and documentation the Applicant desires to present.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMMUNITY AFFAIRS SPECIALIST**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under limited supervision, the Community Affairs Specialist position is responsible for coordinating the effective communication of Hidalgo County Precinct or department business and activities to constituents, to community groups, to other local agencies, and to the local media.

EXAMPLES OF WORK PERFORMED

Researches local media for relevant articles or interview and for opportunities to place articles about the precinct or department and its accomplishments

Researches and prepares reports and presentations for the precinct/department

Writes, edits and promotes monthly or periodic internal and external precinct/department newsletters

Coordinates and prepares material for special events, such as community meetings, health affairs, and related activities

Develops and implements special communications designed to educate or inform constituents and community groups about programs, and services provided by the County or the Precinct

Manages constituent related front office activities, such as complaints, correspondence, and other similar administrative and customer support functions

Perform all other related duties as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree in Journalism, English, Public Relations, Marketing, or related field.

One year of experience involving public relations and writing for publications, or an equivalent combination of education and experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, methods and practices involved in presenting information through public news media or other publications

Knowledge of English grammar, various communication media uses, format requirements, audiences, etc.

Knowledge of research methods and practices

Knowledge of federal and state grant guideline a plus

Knowledge of community resources and organizations

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

Skill in effective writing for publication purposes

Skill in establishing and maintaining cooperative working relationships with other employees, departments, representatives from the media, civic groups and public

Ability to conduct research and to prepare analyses and reports

Ability to compose and produce a variety of informational material for release to media or publications

Ability to communicate complex ideas effectively both orally and in writing

Ability to make presentations to special interest groups, employee groups and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMMUNITY LIAISON**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Community Liaison provides direct support to the County Commissioner and the Chief Administrator. Responds to and resolves complaints from the general public as well as providing information of existing programs in the County of Hidalgo.

EXAMPLES OF WORK PERFORMED

- Must have a general knowledge of public relations principles and practices
- Must have knowledge of computers
- Must have the ability to organize and establish effective communications orally and in writing
- Must have the ability to plan, organize, and assimilate information from a variety of sources
- Must maintain confidentiality
- Must attend all meetings and training sessions relevant to assignment
- Should maintain a professional appearance and business attire
- Must perform all other duties as directed by the Commissioner and/or the Chief Administrator

EXPERIENCE AND EDUCATION

- Graduation from a high school or equivalent (GED) and college hours
- Three (3) to five (5) years in public administration or government experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

- Must have a current valid Texas motor vehicle operator's license
 - Must be able to be insured by the County's insurance carrier
 - Must have liability insurance
-

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to complete reports

Able to keep flexible hours

Must be bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to communicate effectively with staff and public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY PRECINCTS

COMMUNITY RESOURCE CENTER COORDINATOR

GENERAL DESCRIPTION

Oversees all operations of the Community Resource Center (CRC), including scheduling service provider occupancy and usage, acting as liaison with other agencies, maintaining and promoting the CRC and its activities.

EXAMPLES OF WORK PERFORMED

Orientate/train staff, volunteers and job trainees in protocol for:

- Answering telephone
- Message deliveries
- Scheduling activities
- Helping service providers promote and implement community programs
- Interacting with visitors, service provider staff, fellow staff members, etc.

Serve as liaison between community residents, service providers, elected officials, CRC Resident Advisory Committee and Texas A&M University-Center for Housing and Urban Development

Interact with citizens in determining their needs, resolving obstacles and conflicts and soliciting needed services to enhance their quality of life

Maintain documented records and files of service agencies using the CRC, services and promotions made available through the CRC, and number of people served through the Center

Data compiled will provide detail for tracking and gauging usage of available facilities at the Center

Compile and submit a formal report to the Administrative Assistant at the Center for Housing and Urban Development for review by the Dean of the College of Architecture at Texas A&M University

Develop and maintain effective, perpetual public relations and promotional programs in collaboration with the Program Coordinator

Maintain public awareness of Center activities and services through the public media, i.e. radio, TV, newspaper and through interaction with service provider entities and area service clubs

Host and moderate a needs assessment focus group made up of members of the CRC Resident Advisory Committee, service providers, city and county officials and the general public on an annual or as needed basis

Submit the findings of the focus group to the Program Coordinator

Plan, organize and hold monthly meetings between health/social services providers and resident leaders to address topics and subject matter appropriate for these groups

Evaluate on a scheduled basis the effectiveness of provider services and modify focus quarterly or as deemed necessary

Develop and maintain an informational document that effectively communicates to residents and available list of health, education and social services programs that can be provided at the Center upon citizen request

The CRC Coordinator is given the necessary authority and support to assure the Center provides/maintains the availability of services and public outreach at the level it was intended to achieve

As such, the Coordinator must provide the leadership and catalyst needed to avail the citizens of the community of the services obtainable through the CRC and sustain maximum usage and occupancy of the Center through recruitment of temporary and permanent occupants that provide services such as health, educational and social services to the public

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Some college hours and/or combination of college and experience as follows:

Experience in social services, community involvement, service development and/or building community capacity and experience in working partnerships

Good organizational skills

Effective communicator written and oral, including media interview

Ability to make public presentations in English and Spanish

Computer capability, WordPerfect, Excel

Ability to administer effective training and instruction

Certificates, Licenses & Registrations

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

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

Knowledge, Skills, and Abilities

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

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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMMUNITY SERVICE AIDE**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assist customers with public health services and referrals.

EXAMPLES OF WORK PERFORMED

Assists customers with public health and other health/social services

Provides relief for clinic clerical staff

Performs outreach to public health services

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) year of experience in a social service or health care agency or related field

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other agency personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, patients, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE ANALYST I**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE ANALYST II**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE ANALYST III**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COMPLIANCE MONITOR**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Responsible for ensuring the Indigent Defense Office provides a full range of services to indigent criminal defendants. Utilizes subordinate personnel. Provides advice and counsel to the staff as a whole. Work involves monitoring indigent cases, attorneys, and magistrates as well as supervising and training subordinate staff in all areas of indigent defense. Is responsible for administrative, managerial, and budgetary decisions.

EXAMPLES OF WORK PERFORMED

Monitors and coordinates the overall day-to-day operations and ensures that policies, procedures, and state mandates are followed

Supervises, evaluates, develops, and trains staff in areas involving attorneys and indigent clients

Maintains all personnel records and times

Determines appropriate action to be taken for unusual or extremely serious or complex situations

Consults and confers with subordinate personnel in order to resolve problems; to integrate and to modify operational strategies, policies, and tactics; to formulate responses to changing internal and external environmental conditions; and to develop and to implement tactical plans and long range goals and objectives

Prepares budgetary input and expenditures

Attends and coordinates management meetings, develops input on policies and procedures, and performs related operational management duties

Monitors Judges and attorneys on indigent defense rules and procedures as mandated by the State

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Four (4) years job related experience

CERTIFICATES, LICENSES AND REGISTRATION

Certification as notary public

May be required to be bondable

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Ability to type 60 wpm

Ability to interact effectively with the public and staff while maintaining confidentiality

Skilled in the utilization of personal computers with advanced word processing skills

Must pass a pre-employment background investigation

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONSTITUENT SERVICES SPECIALIST I**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONSTITUENT SERVICES SPECIALIST II**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONSTRUCTION INSPECTOR**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine semi-skilled and technical construction inspection work for road, street, drainage and other Precinct public works projects and programs; coordinates activities and schedules with Precinct forces, contractors, Precinct administrative staff and other County departments; inspects construction of roads, streets, drainage ditches to assure that the appropriate construction is completed in compliance with the plans, standards, specifications or other special requirements; reports on the utilization of County forces, equipment and materials for in-house projects; serves as the Precinct coordinator for Urban County Program projects.

EXAMPLES OF WORK PERFORMED

Assists in scheduling and coordinating drainage maintenance and road construction projects

Maintains a variety of logs and records related to employee, work assignments, and inspection activities

Compiles information and prepares construction and construction related reports as required

Assists in estimating costs and recommends modifications as needed using knowledge of construction principles and regulations

Provides information and responds to inquiries from contractors; property owners; precinct staff, and the general public regarding assigned projects

Inspects on site road or drainage construction projects in progress to ensure compliance with project plans and specifications

Coordinates with the Urban County Program Department on Urban County Precinct projects as required

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum three (3) years of experience in construction management, planning, design, or related field required

Supervisory experience

Graduation from an accredited four (4) year college or university with a Bachelor's degree in engineering; construction management, management, construction science or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and be able to operate assigned vehicles and equipment

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes; regulations, and laws affecting assigned projects

Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public

Skill in designing water, sanitary sewer, and drainage improvement projects

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONTRACT SPECIALIST I**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONTRACT SPECIALIST II**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CONTRACT SPECIALIST III**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COOK I**
Grade: 02

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level food preparation work; Work involves preparing, seasoning, and cooking food and developing and preparing modified diets; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, seasons, and cooks food, following prescribed recipes and established standards

Prepares modified diets as prescribed, using weighing and measuring techniques as appropriate

Cleans food preparation equipment, and ensures that food preparation and service areas are maintained in a clean and sanitary manner

Loads foods on conveyors

Ensures that food is maintained at proper serving temperatures

Assists in testing and standardizing recipes

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in food preparation work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of quantity food preparation techniques and procedures and of modified and calculated diet preparation methods

Skill in cooking and in the use and care of food preparation appliances and equipment

Ability to interpret and follow recipes and to compute basic mathematical calculations

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COOK II**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) food preparation work. Work involves preparing, seasoning, and cooking food and maintaining inventories and records of food consumption; May train others; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, seasons, and cooks food, following prescribed recipes and established standards

Makes recommendations for improving operating efficiency

Checks and tastes food during preparation for conformance to standards

Instructs staff in the setting up of serving lines and serves food as appropriate

Reports kitchen equipment in need of repair or replacement

Maintains an inventory of supplies and prepares requisitions for needed items as appropriate

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in institutional food service and food preparation work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of quantity food preparation techniques and procedures and of modified and calculated diet preparation methods

Skill in cooking and baking and in the use and care of food preparation appliances and equipment

Ability to interpret and follow recipes, to compute basic mathematical calculations, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COOK III**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) food preparation work. Work involves planning, preparing, seasoning, and cooking food; maintaining inventories and records of food consumption; and making recommendations for improvement; May train others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, seasons, and cooks food as needed

Studies cooking and kitchen operations, notes areas in need of correction or improvement, and makes recommendations for improving operating efficiency

Checks and tastes food during preparation for conformance to standards

Reports kitchen equipment in need of repair or replacement

Maintains an inventory of supplies and prepares requisitions for needed items as appropriate

Tests formulas and recipes

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in institutional foods and food preparation work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of quantity food preparation techniques and procedures and of modified and calculated diet preparation methods

Skill in cooking and baking and in the use and care of food preparation appliances and equipment

Ability to interpret and follow recipes, to compute basic mathematical calculations, to analyze problems and recommend solutions, and to train others

Ability to understand nutritional guidelines and estimate servings/meals

May need to be a Certified Food Manager (CFM)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR I, ATHLETIC**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position under the immediate supervision of the Parks Director the Sports Coordinator is responsible for assisting in the coordination of sports programs, senior events and special events. He / she will prepare recurring reports and records and makes several decisions weekly requiring some interpretations and judgements. The position has daily contact with the public which requires simple courtesies and exercise of tact and diplomacy. The position has continuous services to the public frequently involving sensitive matters demanding utmost tact and resourcefulness.

EXAMPLES OF WORK PERFORMED

The Athletic Coordinator will be required to:

Organize, promote, and implement sports programs and training

Monitor and ensure safety of the participants in the programs, trainings and camps

Maintain inventory control of all equipment; ensure equipment is maintained for current and future programs

Monitor Palmer Pavilion facility to ensure playable and safe conditions; report repairs as needed

Work and deal with the public in a courteous and diplomatic manner

Handle all information desk traffic; learn sports programs, and implement policies

Be responsible for opening and closing of facilities as deemed necessary

Attend training workshops and staff meetings as required

Maintains all necessary records for preparing annual and special reports

Enforce rules and regulations of Palmer Pavilion facility

Provide clerical support, program registration, answer telephones, and maintain correspondence with other county department or agencies

Assist in recruiting, training, supervising, directing and evaluating seasonal staff, instructors, volunteers and participants

Post press release of sports events, training and programs

Perform all other related duties as required

Work with partnership agencies on special projects

EXPERIENCE AND EDUCATION

Graduation from a standard senior high school or equivalent is generally preferred. Experience in high school baseball preferred. Two (2) years of experience may be substituted for one (1) year of education.

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

Must possess excellent writing skills and must be capable to operating Microsoft Word and Microsoft Excel.

Possession of a valid Driver's License is required

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of record keeping procedures

Knowledge of proper safety practices, procedures and regulations applicable to work being performed

Secretarial skills, typing, and computer usage

Must have good command of the English language including usage, spelling, and grammar

Ability to communicate effectively orally and in writing in English and Spanish

Ability to be organized, efficient and confidentiality

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Good verbal and written communication

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY PRECINCT #1

COORDINATOR I, SPECIAL PROJECTS

GENERAL DESCRIPTION

Employee will coordinate and implement all aspects of “special projects” specifically the formulation of financial accountability reports by means of organizing research data in a comprehensive manner.

EXAMPLES OF WORK PERFORMED

Employee will manage the CIP budget

Supports in research for preparing and presenting reports and /or requests to immediate supervisors (i.e. Precinct financial status, Safety Program, Safety Rules and Regulations, Required safety meeting, updates on Precinct incidents)

Employee will implement and manage financial planning schedule for special projects

Employee will be the Precinct's liaison between all cost-share agreement residents and/or entities, and will be providing assistance to constituents, external agencies and persons requesting information

Employee will prepare agenda items, type correspondence, and all pertinent miscellaneous memo/forms as needed

Employee will collect funds and ensure deposit of same. (Treasurer's Office)

May receive visits or calls regarding complaints, issues and concerns for Precinct and acts upon/follows up as directed by the Chief Administrator

Responsible for establishing and maintaining official documents and records in appropriate files

May be asked to attend some meetings, seminars, etc., possibly to take notes or furnish information

Forwards claims to the specified carrier. Answers employee questions concerning benefits; refers to various resources for information as needed

Sets up files on all new personnel, photographs and assigns employee number

Records changes on all employee status as necessary (e.g., change of address, departmental transfers, rate increases, terminations, etc.) and forwards to Accounting for payroll update

Answers phone for department and others when needed

Takes statements from injured employees for Workers' Compensation and maintains/updates all Workers' Compensation claims

May be required to assist in the safety program and insure all rules and regulations are being met in accordance to safety standards

Regular attendance is a must

Ability to work well with others

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a high school or equivalent (GED)

Minimum five (5) years work experience in same or related field

Certificates, Licenses and Registration

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

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

Knowledge, Skills, and Abilities

Knowledge of automated systems. Operate and maintain office equipment (e.g. copier, fax, phone systems, personal computer, etc.)

Ability to understand, follow and or give oral and written instructions

Ability to communicate effectively, especially orally, with persons of varying educational backgrounds

Ability to maintain complete and accurate records

Employee shall be able to make decisions/corrections as needed and must have strong public relation skills both written and oral

Employee must be organized

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

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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR I, UCP**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (entry-level) technical assistance in grant management work. Work consist of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting.

EXAMPLES OF WORK PERFORMED

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Assists in preparing monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in direct administration of grant funds or work in the municipal or County environment

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Political Science, Business Administration or related field; other degree majors may be considered

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) program/department coordination duties providing consultative services and technical assistance to department staff, governmental agencies, community organizations, or the public. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Implements various county programs depending on department assigned

Assists in implementing procedural or policy changes

Prepares performance reports, and recommends appropriate changes

Participates in planning, development, and implementation of activities relating to the department

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

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

Reviews research findings relative to projects being developed

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

Assists in analyzing operations and reviews reports, makes recommendations and provides justifications when needed

Assists in analyzing the applications and variations of programs to develop an action plan to improve the department

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

May provide guidance in the development and integration of new methods and procedures

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

One (1) year of experience in department coordination, business management, or a related field related to the specific program or department

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

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Good verbal and written communication and presentation skills

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, SAFETY**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of County Commissioner, communicates the requirements of an effective safety and loss control function to all levels of management and employees by developing policies, procedures and training programs and maintain a safe, accident-free and healthy work environment for employees. Monitors all aspects of liability, makes recommendations for the reduction of exposure to all areas.

EXAMPLES OF WORK PERFORMED

Composes and types standardized and/or non-standardized correspondence and other documents and materials using word processing software

Uses spreadsheet and/or database software to input, analyze and retrieve information

Establishes and maintains moderately complex records and filing systems and uses them to prepare statistical, financial activity, and related reports concerning loss control issues

Conducts research, as needed, to respond to routine and non-routine questions about the risk management, safety management, and emergency management programs

Ability to maintain confidentiality of information

Ability to coordinate requests from doctors, physical therapists and insurance carrier, and able to get processed in a timely manner

Provide information and assistance to employees regarding all aspects of the Hidalgo County workers compensation programs

Tracks each injury and notifies appropriate agencies of lost time for benefits payments and maintains workers compensation files

Prepares necessary forms for employees and supervisors to report injuries; distributes same

Attends all Master Safety Meetings

Investigates work sites, makes recommendations for safety issues

May coordinate with staff for replacement and repair of traffic signs

Investigates traffic and other accidents/emergencies in the Precinct in order to monitor possible liability on part of county, as well as information source for Commissioner

Reads and understands emergency plans, including evaluation, hurricane, flood and tornado plans

Ability to coordinate staff in emergency situation

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Technical trainings, such as OSHA and/or other safety organization

Minimum of two (2) years active participation in a safety program as a leader or manager; or

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to speak effectively before groups of customers or employees of organizations

Ability to apply common sense understanding to carry out instructions

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, SPECIAL PROJECTS**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general supervision from the Hidalgo County Precincts, performs project management and technical duties in inspecting public works construction to insure compliance with codes and specifications; Supervises surveying work and survey crew in public works construction projects.

EXAMPLES OF WORK PERFORMED

Manages public works construction projects and serves as project engineer; this entails assuring contractor's work conforms to the project specifications. This is accomplished by inspecting the contractors work on a daily basis

Maintains a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders

Coordinates with an independent testing lab any materials testing required by project specifications

Verifies quantities for payment on contractors monthly pay request

Provides public safety during the project

Coordinates inspection of curb, gutter and sidewalk as well as all road cuts, (whether for water, gas, sewer, telephone, etc.) for quality of materials, workmanship, line, grade, compaction and maintenance of road cut

Assigns, monitors, and coordinates work of Construction Inspector and Engineering Aide

Manages surveying work for public works

Supervises and leads the survey crew

Locates the survey crew replacement needs (curb, gutter, sidewalk, etc.) and special problems which need to be addressed in designing a project

Coordinates surveys for projects done by consultants

Discusses street improvement problems with the public

Inspects sidewalk, curb and gutter for drainage problems and discusses options with public

Oversees other agencies working within the County boundaries to ensure public safety and ensure protection of City facilities

Coordinates road closures to maintain traffic flow

Informs engineering firms of city requirements

Responds to questions from contractors on bid specifications

Coordinates work with contractors and city departments

Prepares contract specifications and bidding documents

Supervises drawing preparation for specifications

Prepares and approves contract change orders

Approves bond releases and payment for completed work after inspection

Assists in issuing engineering permits

Corresponds with contractors, other governmental agencies and public on problems related to public works construction

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

EXPERIENCE AND EDUCATION

Three (3) years of experience in public works construction and a Bachelor of Science degree in engineering

CERTIFICATES, LICENSES AND REGISTRATION

May require certification for a specific program area

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Comfortable in teaching large and small groups and relates well with middle school and high school students as well as adults

Must have planning and organizational skills as well as curriculum development skills

Considerable knowledge of public works construction methods and materials

Knowledge of contract administration and pay estimates

Working knowledge of methods and interpretation of soil analysis and density tests

Working knowledge of surveying and surveying methods

Knowledge of drafting and engineering

Ability to read and interpret blueprints

Ability to establish and maintain effective working relationships with employees, contractors, other departments and the public

Ability to follow written and oral instructions

Ability to communicate effectively, both verbally and in writing

Ability to prepare reports, Interpret laws and regulations

Ability to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, STRATEGIC NATIONAL STOCKPILE**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) program coordination work planning, developing, and implementing service activities and providing advanced consultative services and technical assistance to program staff; Coordinates the development, implementation, exercise, and evaluation of the local Hidalgo County Strategic National Stockpile (SNS) Plan/SOG; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops a local SNS plan and ensure coordination and integration with regional and SNS statewide planning efforts, including the coordination of the Strategic National Stockpile receiving, staging, and dispensing plans

Assists with developing and implementing policies and procedures for SNS program and analyzing program performance and achievement of objectives

Acts as a SNS Subject Matter Expert, working in coordination with staff to set up Point of Dispensing (POD) sites during an emergency

May work at Receiving, Storing, and Staging (RSS) site if the SNS is deployed to Texas

Coordinates site surveys on POD locations throughout Hidalgo County

Provides technical assistance and advanced consultative services for Hidalgo County

Works to develop the SNS plan and ensures coordination and integration with statewide planning efforts

Serves as a liaison with state/local government agencies and other community organizations in coordinating, planning and implementing regularly scheduled exercises and all other matters concerning the deployment of the county's strategic national stockpile program

Assists with local bio-terrorism response SNS Development

Acts as a member of multi-disciplinary rapid response team and participates in all aspects of the county's natural or simulated response to all bio-terrorism events, large disease outbreaks, and other Public Health emergencies as required

Will require being “on-call” 24/7 when necessary

Performs all other related duties as assigned and necessary to fulfill grant requirements

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor’s Degree in public health, medical specialty or related field

Two to three (2-3) years of experience in public health preparedness emergency logistics, practical public health emergency preparedness and response planning experience or related health care field required; previous experience working in mass patient care and public health surge, mass prophylaxis and immunization, environmental health and surety, mass fatality, public health drills/exercises or related

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Current CPR certification required

ICS 100, 200, 300, 400 certification required

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas Public Health laws, preferably those governing the control and reporting of notifiable conditions

Knowledge of Public Health preparedness and response principles, practices, and procedures

Knowledge of Public Health, Infectious disease signs, symptoms and laboratory findings

Knowledge and skills in the use of education/training principles

Ability to maintain current with social, economic and public health issues relevant to South Texas

Skill in problem solving and decision-making and the ability to work independently

Skill in working disaster/emergency response and incident management

Skill in the use of computers and applicable software

Ability to present statistical and technical data in a clear and concise format

Ability to assess, plan, develop, implement, and evaluate using a variety of methodologies

Ability to establish and maintain effective working relationships with community and governmental agencies and the general public

Ability to communicate effectively both orally and in writing

Must have excellent customer service skills

Must have excellent organizational skills

Ability to prioritize workload and meet deadlines

Ability to exercise independent judgment in appraising situations and conduct community and/or security assessments

Must have strong customer service skills and the ability to work with distractions are important

May be required to work other than normal hours including weekends and holidays

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, SUBDIVISION**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards subdivision development in a rapidly growing community. Responsible for assisting the Director of Planning in managing the Planning Department Subdivision Development Division. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to subdivision development and the enforcement of the Hidalgo County Subdivision Regulations.

EXAMPLES OF WORK PERFORMED

Oversees preparation, publication, and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews subdivision development plans, prepares staff comments, and advises the Hidalgo County Subdivision Advisory Board, Engineers and developers regarding proposed plans

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Addresses public bodies regarding subdivision development plans and applications

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Researches necessary information and prepares land use reports

Management and oversight of subdivision development staff is required, with experience preferred

Oversees Subdivision Advisory Board meetings and assists in confirming compliance with Hidalgo County Subdivision Rules and Regulations and the Texas Water Development Board Rules

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Coordinates with Hidalgo County Drainage District #1 in regards to review and compliance with drainage plans in proposed subdivisions

Ensures compliance with the Hidalgo County Subdivision Regulations with regard to water, wastewater, paving and drainage improvements

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

EXPERIENCE AND EDUCATION

Bachelor's degree with course work in regional planning, engineering practices or a related field is generally preferred, five (5) or more years of progressively responsible experience in subdivision development coordination is required.

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge in subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review subdivision plans

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently (bilingual preferred)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, UCP**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) technical assistance in grant management work. Work consists of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting. May supervise the work of others.

EXAMPLES OF WORK PERFORMED

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Prepares monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

May train and/or supervise other department employees

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years of experience in direct administration of grant funds or work in the municipal or County environment

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Political Science, Business Administration or related field; other degree majors may be considered

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Excellent verbal and written communication skills

Proficient knowledge of professional letter writing

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, VICTIMS ASSISTANCE**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Coordinates support services and information to crime victims, and their families in compliance with the Texas Code of Criminal Procedure; Ensures that crime victims and/or their families are afforded the rights granted to victims by the Texas Code of Criminal Procedure. Prepares all needed information required for presentation of the victim's court case. Position requires a high level of confidentiality.

EXAMPLES OF WORK PERFORMED

Coordinates with local community agencies and other victim advocacies to ensure victims are aware of their rights

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

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

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

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

Assists 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

Performs related work as assigned

EXPERIENCE AND EDUCATION

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

Two (2) 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, LICENSES 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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) program/department coordination work planning, developing, and implementing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. May assign and/or supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops and implements various county programs and/or services depending on the department assigned

Develops and conducts surveys, inspections, or reviews to determine compliance with requirements, laws, regulations, policies, and procedures

Prepares justification for implementation procedural or policy changes

Prepares performance reports and recommends appropriate changes

Participates in program and/or department planning, development, and implementation

Assists in analyzing operations and reviews reports, makes recommendations and provides justifications when needed

Assists in analyzing the applications and variations of programs to develop an action plan to improve the department

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

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

Reviews research findings relative to programs and/or services being developed

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

May assign and/or supervise the work of others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in department coordination, business management, or a related field related to the specific program or department

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Good verbal and written communication and presentation skills

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR III, HUMAN SERVICES**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) human services support work. Work involves coordination of assigned program in the county's departments. Provides basic services to a specialized caseload as well as providing direct social work services.

EXAMPLES OF WORK PERFORMED

Develops and implements managerial and monitoring systems to insure that the department complies with applicable state and federal laws and contractual requirements as well as the directives of the Commissioners' Court

Assists with the development and recommends to the Director the policies and guidelines for service delivery

Establishes and maintains effective working relationships with representatives of other agencies, governmental entities, funding sources, and the media; work with them on issues related to contracts and activities affecting the delivery of county human services

Make recommendations regarding the billing section to the Director

Prepares daily, weekly, monthly, quarterly and annual reports

Determines correct payment rates for medical and other related claims

Reviews and process service provider claims utilizing established policies and procedures

Determines if patient is eligible for payment at the time that services or procedures were performed

Maintains and updates patient's medical history and expenditures

Prepare various reports and correspondence about covered medical services and/or eligibility

Maintains an awareness of laws, regulations, actions and events which could affect the level, quality or cost of county human services

Summarizes and analyzes data concerning county human services and costs

Performs related duties as required

EXPERIENCE AND EDUCATION

Two (2) years of supervisory experience in medical claims billing or related

Graduation from an accredited four (4) year college or university with a Bachelor's in Social Services, counseling, psychology, or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of management principles and practices

Ability to supervise and motivate management level employees

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

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

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR III**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) program/department coordination work planning, developing, evaluating, and overseeing program or service activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. May plan, assign, and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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

Develops, implements, and measures the outcomes of department initiatives

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

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

Evaluates research findings relative to department projects being developed

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

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

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

Reviews performance reports and implements appropriate changes

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

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

May assign and/or supervise the work of others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

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

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

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Good verbal and written communication and presentation skills

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR IV, COMMUNITY DEVELOPMENT**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience in community development administration in a rapidly growing community. Responsible for assisting the Director of Planning in managing the Planning Department Community Development Division. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to community development in terms of residential/commercial development permit issuance and enforcement of colonia prevention statutes.

EXAMPLES OF WORK PERFORMED

Evaluates compliance with county orders focused on planning and community development

Correctly advises the public regarding municipal corporate limits, permit development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Coordinates with municipalities regarding metes and bounds development permit applications

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Under direction of the Director of Planning supervises staff in the community development division

Oversees the development application process for residential applications within Hidalgo County jurisdiction which includes proper building setback compliance, floodplain administration compliance, on-site sewage system approval and the use of proper utility certificates

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Oversees commercial development requirements, ie. off-street parking, stormwater detention, TxDot driveway access permit confirmation

Coordinates with the Floodplain Manager with regard to reviewing/permitting floodplain applications and/or gathering data for variance requests to Floodplain Order

Analyzes and takes appropriate action on Subdivision Plat Note violations. Action on these particular violations include, obtaining evidence and creating a file that is forwarded to the District Attorney's Office for prosecution. Attendance and testimony at trials is a requirement in some cases

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

Assists in the coordination of routing multi-family and commercial development applications with the Office of Environmental Compliance, Environmental Health Department and Hidalgo County Fire Marshal

Responsible for managing and coordinating meetings for the Board of Building Line Adjustments

EXPERIENCE AND EDUCATION

Bachelor's degree with course work in regional planning or a related field is generally preferred, five (5) or more years of progressively responsible experience in community planning and development is required.

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge in community planning and development

Ability to review and provide guidance subdivision plats and plat notes

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, community periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR IV, INFRASTRUCTURE OPERATIONS**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) coordinating work by providing oversight of designated County program/department. Responsible for the supervision of the department's activities and coordinating County-wide as well as department specific projects requested by upper management. Plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

EXAMPLES OF WORK PERFORMED

Monitors the status of projects as necessary; ensures project aligns with established time lines

Plans, prepares, or oversees the preparation of periodic and special reports

Requests and maintains updates from all departments and parties involved in each project; maintains an accurate timeline that reflects the progress of each project and any causes for delays

Interprets policies and procedures and makes administrative decisions

Advises the Executive Officer or other County management staff on administrative/project matters within the department and/or County

Acts as a department liaison to coordinate, improve and stimulate interest in the assigned project or activities

Plan and coordinate special and administrative assignments and/or projects

Provides performance monitoring, information gathering and reporting

Reviews and analyzes collected data that would allow the information to be presented in a manner useful to other participants in a particular project

Provides assistance to County departments when necessary

Perform related work as assigned

EXPERIENCE AND EDUCATION

Minimum five (5) years of experience in upper-level management, business management, or a related field

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Public Administration, management, or field relevant to the assignment; Master's degree preferred

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Good verbal and written communication and presentation skills

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY HEALTH & HUMAN SERVICES

COORDINATOR IV, PUBLIC HEALTH

GENERAL DESCRIPTION

Performs advanced (senior-level) public health work. Work involves providing content leadership, implementation, and operational coordination to projects within the performance management and quality improvement of overall public health initiatives. Assists in evaluating the effectiveness of public health programs, and recommending courses of action for the aims to improve public health by strengthening the quality and performance of public health practice including correction of public health law or regulation violations. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Chief Administrative Officer of Hidalgo County Health & Human Services.

EXAMPLES OF WORK PERFORMED

Contribute to project planning, including development, implementation and monitoring of work plans, timelines, budgets, milestones and deliverables

Write, edit, and format publications, presentations and reports related to assigned projects

Support development of funding proposals and progress reports

Conduct background research and scope discussions for new projects

Prepares goals and objectives for public health strategies and education programs

Administer public health performance procedures for efficiency, planning and coordinating with accreditation for public health standards

Provide accurate, consistent, and timely partner, sponsor and vendor communications, at meetings and conferences

Research and analyze public health project impact, strategic value and next generation options

Document project activities and accomplishments

Coordinate project activities with those of other public health partners and initiatives

Responds to Public Health urgent or emergent events as required to protect the residents and / or staff of Hidalgo County.

Provide administrative staff informed about progress, milestones, potential and emerging challenges, and feedback from project partners

Represent public health in local, state, and federal working groups, task forces, and governmental shared initiatives

Formulates definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

Recommends courses of action for the correction of public health law and regulation violations, and initiates and pursues legal action when necessary

Participates in the preparation of training materials for use in public health training courses

May conduct public hearings and group discussions related to public health programs, regulations, or proposals

May assign and/or supervise the work of others.

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in public health work or related field

Graduation from an accredited four (4) year college or university with major course work in social services, public health, micro biology or a related field. Masters degree in stated field preferred.

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

Certificates, Licenses & Registration

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

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

Knowledge, Skills, & Abilities

Knowledge in leadership, management, budget, grant knowledge, evaluation, and supervisory skills

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures.

Ability to interpret public health laws and regulations; to communicate effectively; and to analyze and evaluate public health needs.

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:

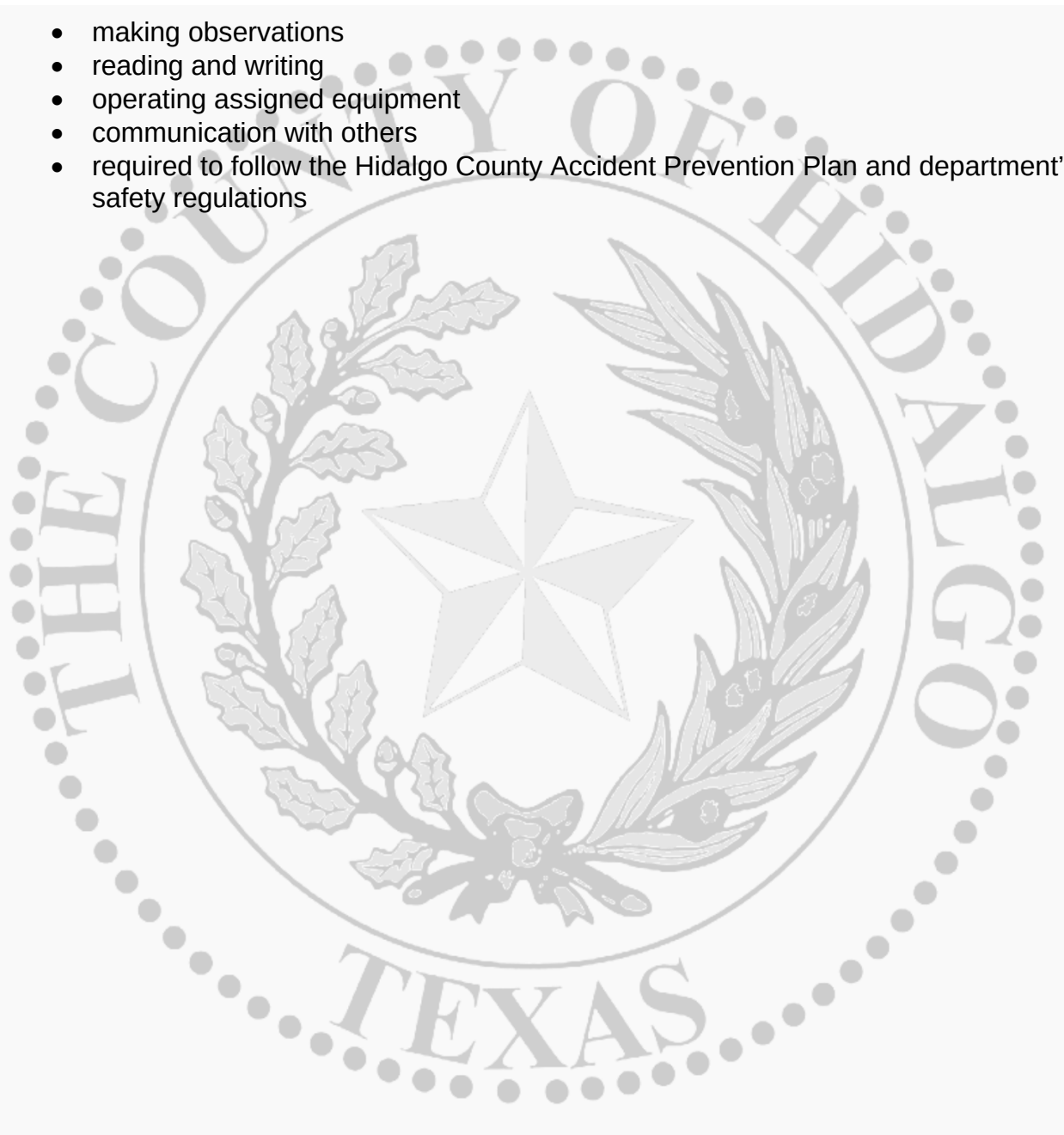
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

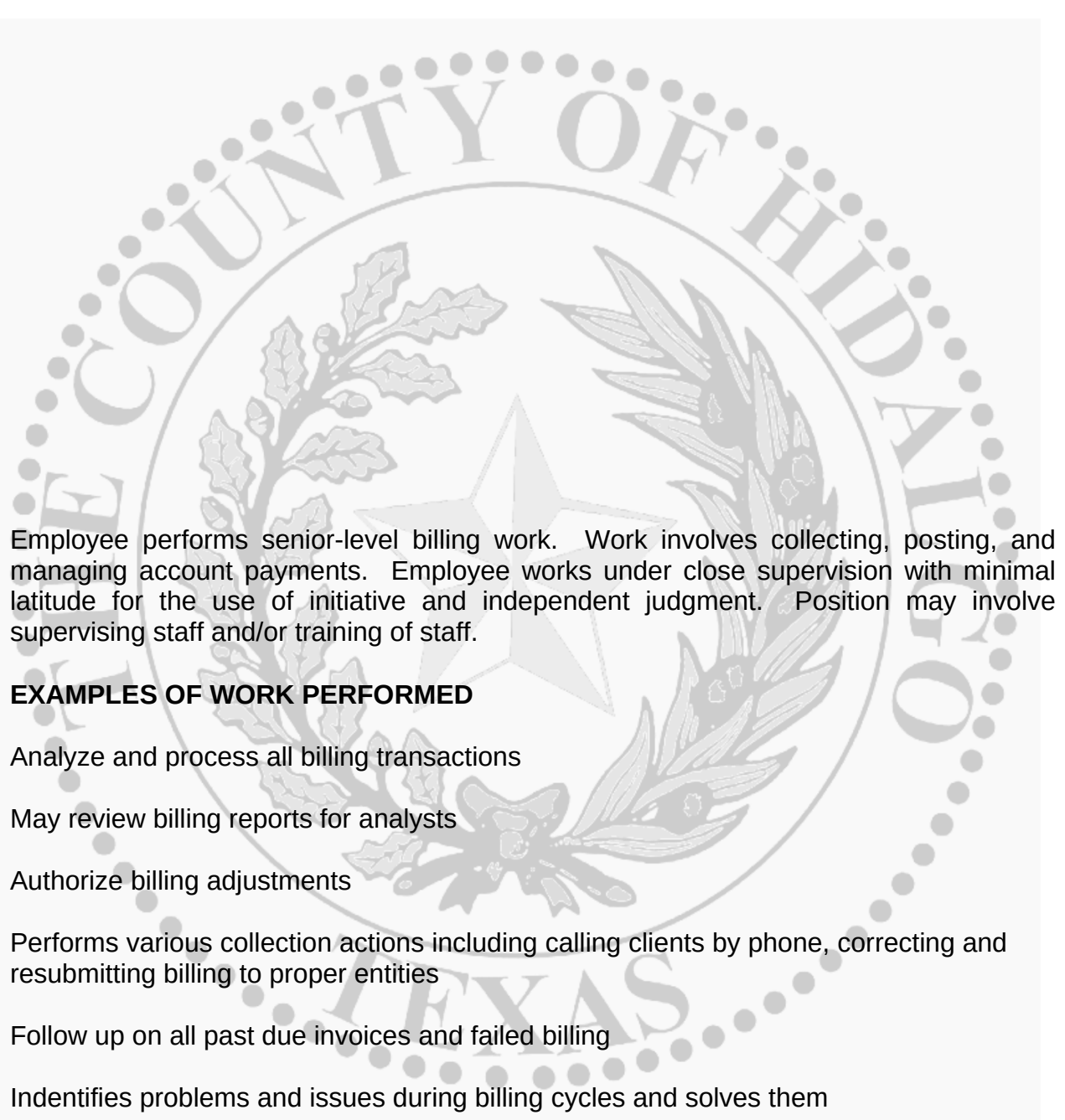
Effectively handle a work environment and conditions which involve:

- 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



The seal of Hidalgo County, Texas, is a large, faint watermark in the background. It is a circular emblem with the words "HIDALGO COUNTY TEXAS" around the perimeter. Inside the circle is a five-pointed star, and on either side of the star are branches of oak and olive trees.

Employee performs senior-level billing work. Work involves collecting, posting, and managing account payments. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment. Position may involve supervising staff and/or training of staff.

EXAMPLES OF WORK PERFORMED

Analyze and process all billing transactions

May review billing reports for analysts

Authorize billing adjustments

Performs various collection actions including calling clients by phone, correcting and resubmitting billing to proper entities

Follow up on all past due invoices and failed billing

Identifies problems and issues during billing cycles and solves them

Ensure all tasks and duties are completed within county guidelines and policies

Sets timetables for addressing resolution of problems/issues

Maintains client database

Uses software to track and analysis of data

Produces billing reports for billing supervisor

Maintains strict confidentiality and adheres to all guidelines/requirements

Will work on weekly and monthly billing process

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) to four (4) years related experience with high volume billing in the private sector or public setting

Graduation from a high school or equivalent (GED) is required

Associates Degree in Accounting or Business Administration

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of MS Word and Excel

Must have strong knowledge of billing and financial concepts

Strong analytical skills

Excellent oral and written communication

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's
- safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR IV**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately advance (senior-level) coordinating work by providing oversight of designated county program/department. Responsible for the supervision of the department's activities, staff training, and coordinating other duties as requested by upper management. Makes decisions on employee selections and management, team decisions, client complaints and program policies interpretation.

EXAMPLES OF WORK PERFORMED

Interviews, selects, and counsels employees for programs and/or department

Assesses employee job performance and participates in the evaluations process

Provides department assistance as needed

Coordinates area activities, staff training, public education and/or outreach activities for quality assurance

May perform high risk counseling depending on department assigned

May oversee customer satisfaction through the performance of patient flow analysis, surveys, and direct observation

May provide program information to health care providers and/or other community organizations depending on department assigned

Assists with the development and implementation of policies and procedures that guide and support program services

Assists with the monitoring of a performance based budget

Promotes program and/or department services throughout Hidalgo County

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

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum five (5) years of experience in department coordination, business management, or a related field related to the specific program or department with one (1) year of supervisory experience required

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

Master's degree

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

CERTIFICATES, LICENSES AND REGISTRATION

Position may require certifications and/or licenses depending on department assigned

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively and to supervise the work of others.

Good verbal and written communication and presentation skills

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

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COUNTY EXECUTIVE DIRECTOR**
Grade: 20

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COUNTY OPERATIONS ADMINISTRATOR**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COUNTY RECORDS MANAGER**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

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

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

Works closely with the Automation Division 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 at the main office

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

Develops training procedures and manuals

Reviews and coordinates consolidation and transfers of Local Registrar duties

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

Performs all other related duties as required

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Must be Bondable

Attain Acknowledgement of Paternity Certification by Texas Attorney General Office and security clearance from State Bureau of Vital Statistics within one (1) 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURIER**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Runs errands and delivers mail to and from various County locations.

EXAMPLES OF WORK PERFORMED

Picks up mail and delivers to offices within the County

Collects and distributes supplies within the County

Picks up and delivers graphics orders

Takes paperwork to Federal Courthouse for filings

Picks up paychecks

Operates a motor vehicle to complete various errands

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Ability to follow verbal and written instructions

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

The duties and tasks of this position are simple and repetitive

Incumbent must make motor vehicle operation decisions to insure the safe and proper operation of County vehicles and the proper transportation of materials handled

Refers questions and problems to higher levels

Ability to communicate effectively

Requires interaction with the Supervisor, Hidalgo County Departments, Vendors and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT ADMINISTRATION SPECIALIST**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level court manager work; Work involves managerial, administrative and public relations work, including the responsibility planning, organizing, staffing, coordinating, directing, and evaluating the administrative functions of the court.

EXAMPLES OF WORK PERFORMED

Prepares and manages the court's budget and routine statistical, financial, and management information

Manages the use of appropriate technology for court functions (e.g. audio and video recording of court proceedings)

Ensures the maintenance of accurate court record and the timely preparation and distribution of court documents such as transport orders, notices of decision and court orders

May supervise the accounting of fines, bails, forfeitures, and other payments made to or through the courts

Effectively recommends personnel actions including hiring, transfer, promotion, discipline and adjustment of grievances

Manages the processing and maintenance of court records including court documents and files as well as the retention of court records

Coordinating judicial services needs with those of the other courts in the County

Sets bail and conditions of release and ensures access to appropriate court personnel for the setting of bail and ruling on applications for warrants and other emergency requests

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years of management experience in public or private organization and one (1) year of supervisory experience

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration or Business Administration

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of court or legal processes and procedures

Effective oral and written communication skills

Ability to interpret laws and complex

Ability to interact effectively with employees, officials and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (AUX)**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (CC)**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general direction of County Court Judge in performing administrative duties such as directly supervising Assistant Court Coordinator, Court Reporter and Bailiff and interviews, hires and trains employees. Also, plans, assigns and directs work; appraises performance; rewards and disciplines employees and addresses complaints and resolves problems.

EXAMPLES OF WORK PERFORMED

May schedules court hearings and prepare court orders

May attend daily court hearings and takes notes on each case

May makes daily docket entries (from court hearings) on court files

May arranges for substitute court reporters

May answers a variety of questions from the public, via telephone and/or in person

Assists the public directly when possible and refers them to another office if appropriate

May makes arrangements for Judge to attend seminars such as registration for seminar and hotel and airline reservations

May acts as liaison between Judge and counsel

May take dictation and prepares correspondence to counsel

May review files and makes sure case is set for a hearing, trial, etc. (makes sure case is moving along smoothly)

May interview, hire, fire, and train employees with Judge's approval

May plan, assign and direct work

May appraise performance and rewards and disciplines employees

May address employees' complaints and resolves problems

May be responsible for assisting the jury system, requesting juries, including excusing juror when they are assigned to court

May arrange for substitute court reporter and bailiffs as required

May maintain awareness of new developments in court administration, nationally and locally and maintain special materials and files relating to records, rules of procedure and other items related to court activity

May administer and maintain the department's budget

May work closely with the Sheriff's Department with regard to jail list status and/or requesting inmates

May perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, transcribing, shorthand, typing, scheduling meetings, in-office filing, etc.)

May keep the Judge's personal calendar up to date

May perform administrative work with regard to seminars for Judge and/or any other staff member and complying with deadlines

May supervise the purchasing requisition forms, authorize purchases, review time sheets, and keep personnel files of employees up to date

May answer a variety of questions from the public. Assists them directly when possible and/or refers them to another office, if appropriate

May supervise the inventory of supplies and equipment for the court

May schedule meetings with and for the Judge and any other task assigned by the Judge

When requested, may perform various tasks (Research-case law, Rules, assists with speeches for certain topics, etc.)

Regular attendance

Get along with co-workers

Directly supervises Assistant Court Coordinator, Court Reporter and Bailiff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Three (3) years of administrative experience in the criminal justice or the legal system

Must have good computer skills

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (DC)**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general direction of District Court Judge in performing administrative duties such as directly supervising Assistant Court Coordinator, Court Reporter and Bailiff and interviews, hires and trains employees. Also, plans, assigns and directs work; appraises performance; rewards and disciplines employees and addresses complaints and resolves problems.

EXAMPLES OF WORK PERFORMED

May schedules court hearings and prepare court orders

May attend daily court hearings and takes notes on each case

May makes daily docket entries (from court hearings) on court files

May arranges for substitute court reporters

May answers a variety of questions from the public, via telephone and/or in person

Assists the public directly when possible and refers them to another office if appropriate

May makes arrangements for Judge to attend seminars such as registration for seminar and hotel and airline reservations

May acts as liaison between Judge and counsel

May take dictation and prepares correspondence to counsel

May review files and makes sure case is set for a hearing, trial, etc. (makes sure case is moving along smoothly)

May interview, hire, fire, and train employees with Judge's approval

May plan, assign and direct work

May appraise performance and rewards and disciplines employees

May address employees' complaints and resolves problems

May be responsible for assisting the jury system, requesting juries, including excusing juror when they are assigned to court

May arrange for substitute court reporter and bailiffs as required

May maintain awareness of new developments in court administration, nationally and locally and maintain special materials and files relating to records, rules of procedure and other items related to court activity

May administer and maintain the department's budget

May work closely with the Sheriff's Department with regard to jail list status and/or requesting inmates

May perform clerical work, (i.e. answering telephone, taking messages, assisting the general public with any questions, dictation, transcribing, shorthand, typing, scheduling meetings, in-office filing, etc.)

May keep the Judge's personal calendar up to date

May perform administrative work with regard to seminars for Judge and/or any other staff member and complying with deadlines

May supervise the purchasing requisition forms, authorize purchases, review time sheets, and keep personnel files of employees up to date

May answer a variety of questions from the public. Assists them directly when possible and/or refers them to another office, if appropriate

May supervise the inventory of supplies and equipment for the court

May schedule meetings with and for the Judge and any other task assigned by the Judge

When requested, may perform various tasks (Research-case law, Rules, assists with speeches for certain topics, etc.)

Regular attendance

Get along with co-workers

Directly supervises Assistant Court Coordinator, Court Reporter and Bailiff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Three (3) years of administrative experience in the criminal justice or the legal system

Must have good computer skills

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

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COURT COORDINATOR (JP)**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assist the Justice of the Peace by overseeing office operations and work-flow. Must handle a variety of clerical, coordinating, and bookkeeping functions. Work is performed under the administrative direction of the Justice Of The Peace.

EXAMPLES OF WORK PERFORMED

Greet the general public; answer telephone calls

Assign and review work of other office employees

Enter all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearing, civil, small claims and forcible detainer actions in the Able Term/County System or docket. Assign numbers to each case, make files, and file in the proper folder

Greet citizens and/or claimants; determine the problem. Assist with filing procedures, or refer citizens to Judge, proper agency, or proper court. Deal with irate citizens/claimants, as necessary

Prepares warrants, subpoenas, summonses, citations, abstract judgments, executions, sequestrations, garnishments, capias pro fine, prepare judgments for signature. Make entry of all documents issued in each case onto docket sheet, make cover, and file

Collect all fines and filing fees in proper ledger for all agencies who file in this precinct. Issue receipts for all fines and/or fees and post onto corresponding docket sheet and file

Make reports of all fines and/or fees collected by the County. Separate reports to Parks and Wildlife and issue checks to proper agencies

Prepare and mail monthly statistical report, to Judicial Council, of all cases filed, dismissed, disposed of, etc.

Keep time records of each employee and submit to County Auditor in a timely manner

Keep copies of all documents on file

Prepare and make bank deposits

Prepare monthly reports on civil and small claims, dismissals, etc.

Schedule cases for hearing and/or trial. Notify all parties of hearing/trial date, either in person or by mail, including the attorney(s) representing the plaintiff or defendant; makes copies of citations for attorneys

Reset cases for trial depending on documents filed

Keep inventory of all supplies, and reorder when supplies are low

Send warrants, summonses, capias, etc. to proper agency for execution

Make docket entries based on status of case

Receive and stamp date all incoming mail

Keep and/or make copies of death records and old birth records

Make certifications on records for Judge to sign

Prepare correspondence at Judge's request

Schedule wedding appointments, prepare certificates, and forward marriage licenses to County Clerk for recording

Transfer files, when disposed of, to storage boxes. Return items to file or storage

Forward invoices, of purchase orders, to County Auditor for payment

Accept appeals on all cases when properly applied. Make transcripts and copies of all documents before sending to County Clerk

Prepare the State Comptroller's quarterly report and issue check for moneys owed to them

Prepare bank deposits on a daily and timely basis as mandated by Hidalgo County Auditor's Office

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Two (2) to three (3) years experience in legal system

Must have good computer skills

Good communication skills

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

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

May be required to be a Notary Public

May be required to be bondable

KNOWLEDGE, SKILLS AND ABILITIES

Enter and recall warrants in County System

Recall warrants with proper agencies such as DPS, Sheriff's Office, etc.

Make entries of disposed cases on file, County system docket, and file in disposition box in correct order

Issue receipts for moneys collected by the justice of the Peace Court, such as traffic and non-traffic violations, civil and small claims; forcible detainers, hot checks, bust-downs, birth and death certificates, etc.

If a problem should occur with the County System, he/she will call the County Computer Department or Technical Support as how to be able to correct the matter in the computer

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CREW LEADER I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Provides training to staff members as required

Assists in planning, assigning, and responsibility of the workload and schedules for team members

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

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

Assists in coordinating activities with other departments to expedite work and improve performance

Assists in performing quality reviews/audits of department's work and makes operational corrections as necessary

Assists in establishing and enforcing procedures to expedite and improve processes

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

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

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

A minimum of four (4) years in road construction or maintenance; or

Equivalent combination of education and experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Knowledge of MS Word, Excel and 10-key calculator

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CREW LEADER II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

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

Provides training to staff members as required

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

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

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

Coordinates activities with other departments to expedite work and improve performance

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

Establishes and enforces procedures to expedite and improve processes

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

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

EXPERIENCE AND EDUCATION

Associate's degree or equivalent required

Minimum of six (6) years related work experience

CERTIFICATES, LICENSES AND REGISTRATION

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

Excellent verbal and written communication/presentation skills

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

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIME SCENE SPECIALIST**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) crime scene investigations through the collection and analysis of evidence from crime scenes in order to help identify the perpetrator. Work involves seizure, storage and documentation of evidence; photograph items, collect fingerprints and basic samples, transport evidence, prepare written reports and present courtroom testimony.

EXAMPLES OF WORK PERFORMED

Collects evidence at crime scenes; process crime scenes for latent prints, photograph items; package, process, and transport physical evidence

Maintain accurate and complete records of all seized evidence

Performs physical analysis examinations in the identification and comparison of evidence

Perform field investigations at crime scenes and other pertinent locations to collect and/or preserve evidence subject to laboratory analysis and comparison

Reconstruct situation and physical evidence of crimes in the demonstration and proof of the connection of persons, instruments, or materials with the crime

Testify concerning scientific facts as established in the analysis of evidence

Study new techniques and procedures in the field of crime scene investigations

Cooperate with other law enforcement agencies in crime scene investigations and related areas

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in crime scene investigation, crime laboratory, law enforcement, or related field

Graduation from an accredited four (4) year college or university with a major in criminal justice, science, or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

Qualified to testify as an expert witness regarding crime scene investigation and evidence collection in District, State, or Federal Court

Crime Scene Analyst Certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of strategic and administrative crime analysis

In-depth knowledge of specialty photography and processing

Knowledge of friction ridge identification and latent print comparison

Advanced knowledge of fingerprint classification and filing systems

Proficiency in the identification and interpretation of bloodstain evidence

Knowledgeable in the use of the alternate light source for crime scene searches for latent prints and other trace evidence

Knowledge in arson investigation, firearms identification, narcotics identification and presumptive testing

Ability to work independently to complete duties and essential functions of the position

Ability to understand and carry out complex oral and written instructions is required

Ability to maintain comprehensive, accurate, and organized records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIME VICTIM LIAISON**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provides support services and information to crime victims, and their families in compliance with Code of Criminal Procedures; Insures that crime victims and/or their families are afforded the rights granted to victims as stated in the Code of Criminal Procedure. Position requires a high level of confidentiality.

EXAMPLES OF WORK PERFORMED

Explain the victims' rights, as defined in the Texas Code of Criminal Procedure to qualified victims of crime

Facilitates increased knowledge and understanding of abuse victims to the criminal justice system and the community

Refers victims to other resources in the county as necessary

Provide information regarding compensation to victims of crimes, including information related to the cost that may be compensated under that act, the amount of compensation, eligibility for compensation, and procedures for application for compensation under the act

Refer victims or their families to social service agencies that may offer additional assistance

Assists with trials, including interviewing victims and witnesses, preparing witnesses for trial, accompany the victim and families to court, explain the court process and procedures, and provide counseling during the trial

May 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

Will have daily interaction with crime victims and their families

Assist crime victims with obtaining information concerning the status of their case from law enforcement and other government agencies

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of social service, criminal justice, or related experience

Associate's degree in social service, criminal justice, or related field

Graduation from an accredited four (4) year college or university with major course work in social services or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

THIS IS A SECURITY SENSITIVE POSITION

Position requires gathering, decimating and storage of sensitive crime victim's documents and offense reports

BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain full confidentiality about victims and their families

Must follow strict rules regarding the gathering, decimating, and storage sensitive crime victims' documents, reports, and other information

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations

Ability to read, write and speak both English and Spanish

Ability to write generalized report

Excellent interviewing and counseling skills

Ability to plan and organize effectively

Ability to establish and maintain effective working relationships with other county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, attorneys and the general public

Ability to effectively present information and respond to questions from groups, supervisors and the general public

Must have some personal computer knowledge

Ability to learn new computer software

Must be familiar with MS Windows products

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIMINAL INTELLIGENCE RESEARCH ANALYST**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs journey-level criminal intelligence research investigation work; Work involves analysis of criminal information received by investigations relating to criminal activities and relationships. Work involves extensive reading, report writing, data analysis, and development of hypothetical links between crimes and crime groups.

EXAMPLES OF WORK PERFORMED

Evaluates information, selects essential elements, and correlates new information with existing information

Compiles information, analyzes findings, makes interpretations, and writes comprehensive reports based on analysis

Conducts background research on criminals or suspected criminals under investigation through direct computer access or other

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide team work

Prepares graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data

Develop and maintain liaison with the intelligence community at Federal, State, County, and Municipal levels to share information on criminal activities or suspected criminals under investigation

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience with law enforcement relating to criminal analysis

Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related

CERTIFICATES, LICENSES AND REGISTRATION

May need to be certified with a specific analyst training such as the International Association of Law Enforcement Intelligence Analysts

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of research methods and techniques

Knowledge of crimes and modus operandi with organized crime, white collar crime, and major conspiracies

Knowledge of intelligence retention and dissemination

Able to organize and present accurate information in a logical sequence

Able to read, analyze, interpret, and evaluate research findings and recommendations

Strong communication and written skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIMINAL INVESTIGATOR I**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

EXAMPLES OF WORK PERFORMED

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates videotaped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

One (1) year of experience in related field functioning as a law enforcement officer

Associate's degree in Law Enforcement

CERTIFICATES, LICENSES AND REGISTRATION

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

Ability to analyze and evaluate facts, evidence and related information

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CRIMINAL INVESTIGATOR II**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Criminal Investigator reports to the Task Force Commander. The Criminal Investigator performs various duties pertaining to task force field operations. This position is responsible for enforcing all state and federal controlled substance, narcotic and marijuana laws within the rules, regulations and policies of the task force and/or the lead law enforcement agency.

EXAMPLES OF WORK PERFORMED

Collaborates with other entities and maintains a working liaison with all law enforcement agencies in Hidalgo County and surrounding areas

Responds to requests for back up and assists law enforcement entities in drug trafficking investigations/ covert operations regardless of the agency's status as a task force participant and delivers appropriate protection

Interviews drug trafficking witnesses and covert operatives and determine the usefulness of their information for the purpose of initiating an investigation

Performs stationary and mobile surveillance of drug trafficking targets and records all activities either by written or photographic means

Prepares legal documents such as search warrants, affidavits for seizures of illegally gained assets in accordance with Chapter 59 and of Chapter 18.18 (when applicable) of the Code of Criminal Procedure and follow through with the statutes' requirements

Collects and documents evidence by following all the appropriate steps necessary to obtain samples and submit the evidence to a law enforcement laboratory for analysis

Applies accepted techniques when interrogating drug trafficking suspects and/ or defendants

Conducts post arrest debriefings of cooperating defendants to determine the possibility of initiating a drug trafficking conspiracy investigation

Documents in clear, concise, accurate and grammatically correct written reports of debriefing so that it can be followed up on by other investigating law enforcement agencies

Examines records and data to identify links between evidence and available information

Locates plaintiffs, witnesses, or representatives of business or government entities to gather facts relevant on investigations/ covert operations

Testifies in court or at administrative proceedings concerning findings from investigations

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Three (3) years of work experience in investigations and/or covert operations relating with illegal sale and distribution of a controlled substance, drugs and narcotics

Computer knowledge

Must have personal computer knowledge

Ability to learn new computer software

Must be familiar with Microsoft Windows products

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a Texas Peace Officer license as per the requirements of the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) or must be a U.S Federal Agent

Must have a current Texas Operator's Driver's License

Must be able to be insured by the County's Insurance carrier

Must pass a criminal background check, drug test and credit report check

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of undercover methods and procedures including patrol, surveillance, covert monitoring, investigation and identification techniques

Knowledge of criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Knowledgeable with the 4th Amendment of the U.S. Constitution and related case law that affects daily task force operations and understand, interpret and apply law, regulations, policies and procedures pertaining to drug trafficking investigations

Knowledge of courtroom ethics, demeanor and decorum in providing testimony related to criminal cases

Knowledge of offensive and defensive weapons nomenclature and theory

Knowledge of use of firearms and other modern law enforcement equipment

Knowledge of self-defense tactics

Knowledge of interview and interrogation techniques and methods

Knowledge of English usage, spelling, grammar and punctuation

Knowledge of pertinent federal, state and local laws, regulations and codes

Knowledge of principles and practices of legal document preparation including citations and arrest warrants

Knowledge of Division Standard Operating Procedures and directives

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Health & Safety Code

Ability to communicate clearly and concisely, both orally and in writing

Ability to maintain a physical condition appropriate to the performance of assigned task force duties

Ability to deal with personal danger which may include exposure to armed and dangerous persons/situations and communicable diseases

Ability to maintain a mental capacity which permits making sound decisions and using good judgment under dangerous circumstances

Ability to recognize and identify commonly used drugs and narcotics

Ability to use a handgun, firearm, and other law enforcement equipment and qualify at the firing range as required by task force policy and state regulations

Proficient in acceptable techniques when searching homes, persons, or vehicles for drugs

Ability to maintain a high level of professionalism and quality ethical standards

Ability to understand, interpret and apply laws and Standard Operating Procedures (SOP's)

Ability to prepare clear, accurate and grammatically correct written reports; communicate clearly and concisely, both orally and in writing

Ability to maintain confidentiality in the performance of duties

Ability to analyze situations quickly and objectively and take necessary emergency action

Ability to identify potential crime situations or traffic hazards and take preventative action

Ability to learn the operation of standard equipment and facilities required in the performance of assigned tasks

Ability to establish and maintain cooperative working relationships with those contacted in the course of work

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CUSTODIAN I**
Grade: 01

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level custodial work; Work involves cleaning and caring for county buildings and premises, and maintaining custodial equipment; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs custodial functions such as sweeping, mopping, dusting, spray waxing, and floor stripping

Performs rest room maintenance, replenishing supplies and applying cleaning chemicals as appropriate

Performs carpet maintenance

Cleans office furniture, walls, windows, and floors; and empties trash

May inspect buildings for cleanliness and report needed repairs as appropriate

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in custodial work

Graduation from high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cleaning techniques and procedures

Skill in the use of custodial materials and chemicals; and in the operation of custodial equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CUSTODIAN II**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) custodial work; Work involves cleaning and caring for county buildings and premises; maintaining custodial equipment; requesting supplies; and participating in performing minor building and equipment repairs and installations; May train others; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs custodial functions such as sweeping, mopping, dusting, spray waxing, and floor stripping

Performs rest room maintenance, replenishing supplies and applying cleaning chemicals as appropriate

Performs carpet maintenance

Cleans office furniture, walls, windows, and floors; and empties trash

Inspects buildings for cleanliness, completed work, and needed repairs

Coordinates operating adjustments and minor building repairs

Maintains inventory records of building property and equipment; and requisitions, receives, and maintains records of custodial equipment, materials, and supplies

May perform or oversee the performance of minor maintenance and repair work on custodial equipment

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in custodial work

Graduation from high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cleaning techniques and procedures and of inventory control principles and methods

Skill in the use of custodial materials and chemicals; in the operation of custodial equipment and in the use of building maintenance tools and equipment

Ability 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **CUSTODIAN III**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex (senior-level) custodial work. Work involves coordinating the cleaning and sanitation of county buildings and facilities and conducting inspections of buildings and equipment. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and performs general custodial functions such as sweeping; mopping; dusting, and cleaning windows, light fixtures, and carpet

Coordinates rest room maintenance, replenishing supplies and applying cleaning chemicals as appropriate

Coordinates minor building repairs, scheduling, and other projects

Coordinates the moving of office furniture and other items

Performs minor maintenance and repair work on custodial equipment

Cleans, dusts, and inspects areas such as rest rooms, offices, and other facilities

Cleans office furniture, walls, windows, and floors; and empties trash

Operates floor maintenance equipment including buffers, strippers, vacuums, and Extractors

Inspects buildings for cleanliness, completed work, and needed repairs

Maintains inventory records of building property, custodial equipment, materials and supplies, and equipment

May plan, assign, and/or supervise the work of others

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in custodial work

Graduation from high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cleaning techniques and procedures and of inventory control principles and methods

Skill in the use of custodial materials and chemicals; in the operation of custodial equipment and in the use of building maintenance tools and equipment

Ability to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DATA & COMMUNICATIONS ENGINEER**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY CLERK I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED), plus one (1) year of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals

Ability to fill out reports, answer routing correspondence and speak effectively to the public

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY CLERK II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Processes the more difficult requests for information or documents; searches files to obtain the needed information

Accepts and processes legal documents, collects fees, and files papers

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Proofreads records and conducts research as needed

May train others

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Typing courses, plus a minimum of two (2) years of progressively responsible experience in clerical functions of the governmental system

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Skill in the operation of office equipment

Ability to maintain files and records, to communicate effectively, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY CLERK III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, and cashiering. May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Type correspondence and other documents and materials using a typewriter and/or processing software

Enters information on office records to the computer and retrieves information to respond to inquiries

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Assists in answering correspondence and requests for documents

Assists in preparing budget requests

May maintain the departments payroll time sheets, travel, and related expense systems

May make monetary deposits and transfers

May prepare and file fiscal, budgetary, and accounting reports

May process purchase vouchers

May plan, assign, and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of three (3) years of progressively responsible experience in clerical functions of the governmental system required

Graduation from an accredited college or university with an Associate's degree in business management, public administration, or other related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals.

Ability to fill out reports, answer routing correspondence and speak effectively to the public.

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

Skill in the operation of office equipment

Ability to perform accounting operations, to prepare reports, to analyze accounting data, to communicate effectively, and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY COUNTY CLERK I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level clerical work for the County Clerk's Office. Under close supervision personnel are trained to process applicable forms and documents and learn the necessary and appropriate terminology and procedures in support of any of the assigned operational functions of the office (Recording, Deeds, Vitals, Courts, and Accounting). Performs a wide variety of moderately difficult clerical tasks utilizing a limited number of alternatives in solving routine problems in an entry-level capacity. As tasks are learned, the clerk is expected to perform at the top level of their position, eventually rotating through and demonstrating proficiency in a variety of assignments within an assigned department.

EXAMPLES OF WORK PERFORMED

Receives and examines documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents

Receives, reviews, processes, certifies and prepares required documents and records

Performs a variety of office support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records

Assists the public in person, by email, by fax or by telephone

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Plus one (1) year of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES, AND REGISTRATION

Valid Texas driver's license and current liability insurance

Must be bondable

KNOWLEDGE, SKILLS AND ABILITIES

Establishment and maintenance of filing and information retrieval systems

Personal computers and standard software applications related to clerk support work

English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing

Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division

Accurately set up, monitor and maintain all records of the clerk's office

Work independently and follow instructions

Establish and maintain cooperative working relationships with others, individually and in a team environment

Learn clerk policies, procedures, documents and terminology affecting assigned functions

Ability and willingness to accept varied work assignments

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county and/or this office

Maintain confidential information

As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public

Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY COUNTY CLERK II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs journey-level position work for the County Clerk's Office. Under varying levels of supervision performs a wide range of clerical duties and may be assigned to perform various department duties. Performs difficult clerical work in support of the clerk's office, requiring the application of policies and procedures and the use of legal rules and codes. May assist the public in stressful situations referring them to sources of information such as policies, procedures, rules and codes. May be assigned specific areas of responsibility and may be required to provide input to the unit or team on how their work processes can be improved to enhance efficiency, accuracy, and customer service.

EXAMPLES OF WORK PERFORMED

Receives and examines documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents

Receives, reviews, processes, certifies and prepares required documents and records

Performs a variety of office and clerk support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records

Performs other duties as assigned

Answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information

Prepares documents in conformance with policies and procedures and in accordance with established codes

Is willing and able to accept cross training and work assignments within the department

Assists and cooperates with the initial and cross-training of other clerks

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) is required

Plus two (2) years of progressively responsible experience in clerical functions in the government system, to include training in computer applications

Two (2) years of experience maybe substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES, AND REGISTRATION

Valid Texas driver's license and current liability insurance

Must be bondable

KNOWLEDGE, SKILLS AND ABILITIES

Establishment and maintenance of filing and information retrieval systems

Personal computers and standard software applications related to clerk support work

Basic filing and financial record keeping systems

Basic accounting practices

Office procedures and practices

English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing

Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division

Accurately set up, monitor and maintain financial records

Work independently and follow instructions

Establish and maintain cooperative working relationships with others, individually and in a team environment

Learn clerk policies, procedures, documents and terminology affecting assigned functions

Ability and willingness to accept varied work assignments

Maintain confidential information

Learn and understand a variety of policies, rules, procedures and regulations

Locate, read and understand statutes, policies and procedures, documents and terminology affecting assigned functions

Gather, organize and present a variety of data and information

Effectively represent the clerk's office in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies

Work proactively and interact positively with all clerk staff, other staff contacted during the course of performing job duties, and the public.

As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public

Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY COUNTY CLERK III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced journey-level work for the County Clerk's Office. Under limited supervision, performs advanced clerk duties of a specialized and complex nature and provides training to subordinate staff. Must have the ability to work independently of daily supervision from supervising staff. Clerk III's are expected to serve as role model, modeling the mission and values of the office; perform work requiring superior problem solving skills; use significant independent judgment in the interpretation and application of rules, procedures, and policies; and provide significant input to the department on how their work processes can be improved to enhance efficiency, accuracy, and customer service.

EXAMPLES OF WORK PERFORMED

Receives and examines documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify and file documents

Receives, reviews, processes, certifies and prepares required documents and records

Performs a variety of office work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records

Performs other duties as assigned

Answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information

Prepares documents in conformance with policies and procedures and in accordance with established codes

Is willing and able to accept cross training and work assignments within the department

Assists and cooperates with the initial and cross-training of other clerks

Is the direct liaison and may perform special assignments for the department manager

Is assigned to train and mentor other clerks in various department procedures

May perform duties of the supervisor in his or her absence

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) is required

Plus a minimum of three (3) years of progressively responsible experience in clerical functions in the government system to include formal training in computer systems and applications

Two (2) years of experience maybe substituted for one (1) year of higher education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Valid Texas driver's license and current liability insurance

Must be bondable

KNOWLEDGE, SKILLS AND ABILITIES

Establishment and maintenance of filing and information retrieval systems

Personal computers and standard software applications related to clerk support work

Basic filing and financial record keeping systems

Basic accounting practices

English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing

Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division

Accurately set up, monitor and maintain financial records

Work independently and follow instructions

Establish and maintain cooperative working relationships with others, individually and in a team environment

Must have an advanced knowledge of clerk policies, procedures, documents and terminology affecting assigned functions

Ability and willingness to accept varied work assignments

Maintain confidential information

Locate, read and understand statutes, policies and procedures, documents and terminology affecting assigned functions

Gather, organize and present a variety of data and information

Effectively represent the clerk's office in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies

Work proactively and interact positively with all clerk staff, other staff contacted during the course of performing job duties, and the public

Must possess the knowledge, skills and ability to serve the supervising clerk in his or her absence

Perform work demonstrating superior problem solving skills and must possess the knowledge, skills and ability to oversee the management of specialized projects

As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public

Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY DISTRICT CLERK I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs a moderately complex (journey-level) court clerk work. Work involves support tasks primarily involving customer service and support/clerical activities which may include: processing inquiries and requests for information; entering and maintaining data; answering telephones; filing and maintaining correspondence, files, reports, etc; Works within a well-defined framework of policies and procedures under immediate supervision, performing other duties as required. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and maintains a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence

Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decree of court

Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit, minutes in proper minute volumes, quote court costs if needed

Process court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports

Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed

May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches and issues service of process said orders; should prepare all jury lists in a timely manner and may process and maintain docket

Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties

Acts in the name of the District Clerk and shall perform all official acts as may be lawfully done and performed by such Clerk in person, pursuant to Sec. 51.303 of the government code

Answers phones and provides service to general public and attorneys in a courteous manner

Must secure and maintain a favorable background investigation by the District Clerk

Ability to work well with others

Regular attendance is a must

Performs related duties as required

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Two (2) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must be bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic legal terminology

Ability to perform basic mathematical calculations in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits

Ability to understand and apply appropriate statutes and codes, instructions, safety rules and other policies and procedures

Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy, both verbally and in writing

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, attorneys, other outside organizations, and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY DISTRICT CLERK II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) court clerk work. Work involves filing of and processing of legal documents, answering telephones, and provides service to the general public or attorneys. May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and types a variety of documents which may include subpoenas, citations, injunctions, writs, order of sales or general correspondence

Receives and processes documents filed with the court; reviews for accuracy and completeness; records and processes orders, judgment and decree of court

Records civil, criminal, family adoption, juvenile, protective orders and child welfare suit, minutes in proper minute volumes, quote court costs if needed

Process court documents in accordance with court procedures and legal requirements; maintains official records of court proceedings; prepares monthly reports

Maintains accurate filing system; makes copies; types forms and performs other clerical work as needed

May perform civil, criminal, family, adoption, juvenile, protective orders and child welfare searches; prepares all jury lists

Reviews, sorts, assembles and organizes materials; routes and delivers daily mail and documents to appropriate parties

Acts as receptionist: answers phones and provides service to the general public in a courteous manner

Answers phones and provides service to general public and attorneys in a courteous manner

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Typing courses, plus three (3) years of progressively responsible experience in clerical functions of the governmental system, including at least six (6) months of experience in a District Clerk's office; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must be bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

Utilizes simple math skills in order to compile court costs on civil, criminal, adoptions, juvenile, family or protective order suits

Ability to read and interpret documents such as safety rules and procedure manuals

Ability to write routine reports and correspondence

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY DISTRICT CLERK III**
Grade: 00

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY EMERGENCY MANAGEMENT COORDINATOR II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs emergency coordination work. Works to assist the Emergency Coordinator on emergency preparedness issues, coordinates training programs and emergency operations drills, assist departments with their emergency and mitigation plans, grant applications and administration, and administer the submittal process for Federal and State reimbursement claims for the county's cost during emergency operations.

EXAMPLES OF WORK PERFORMED

Serves as one of the liaisons on county emergency preparedness plans with FEMA

Assists in coordinating training programs and emergency drills to prepare county for quick response to emergencies

Assists to develop cost estimates and makes budget projections

Assists in applying for federal and state grants

Will represent the county in various internal and external tasks forces and committees

Assists Emergency Coordinator in continuous efforts to improve operations, decrease turnaround times, streamline processes, and work cooperatively, and jointly to provide the best outcomes in emergency situations

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years related experience public administration and/or grants administration, including two (2) years of emergency management experience

Graduation from an accredited four year college or university with a degree in public or business administration, government management or related

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental organization

Knowledge of Federal and State grant processes and sound fiscal management

Principles of local emergency management

Must complete the Certified Emergency Manager (CEM) program

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DEPUTY FIRE MARSHAL**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Investigate fires, prepare and file cases with the District Attorney's office, and inspect County jails and businesses. Responsible for investigating fire hazards, complaints, and bomb threats in addition to teaching fire prevention and working with all fire departments in the County, paid and volunteer. Serve as Fire Marshal in his or her absence.

EXAMPLES OF WORK PERFORMED

- Investigates fire/arson/explosions
- Handles fire inspections and complaints
- Conducts fire prevention education
- Works with County, City, State and Federal Agencies
- Maintains files, records and reports
- Works with fire departments
- Coordinates the Hidalgo County Arson Task Force
- Coordinates emergency management for unincorporated areas of the County
- Investigates explosions and explosive devices
- Coordinates and investigates HAZMAT incidents in unincorporated areas
- Coordinates weapons of mass destruction activities in unincorporated areas
- Enforces State fireworks rules and inspection of firework stands
- Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years related experience

Graduation from a high school or equivalent (GED)

Vocational or special training

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must be a State Certified Arson Investigator, State Certified Peace Officer, State Certified Fire Fighter and State Certified Fire Inspector

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to job

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to prepare reports; to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR OF ADMINISTRATION**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide executive strategic and tactical direction / support to upper management staff in the effective development and attainment of goals /operations of the department by delegating and reviewing management and delivery of services, resources provided and the appropriate budgets required; ensures training, evaluation and personal development of all unit employees; handles difficult problems or public policy concerns; manages the development, implementation and oversight of applicable programs; monitors departmental resources; and ensures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Provides direction, guidance, and assistance in program area(s)

Establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Plans, develops, implements, coordinates, monitors, and evaluates policies

Reviews guidelines, procedures, rules, and regulations; and monitors compliance

Reviews and approves management, productivity, and financial reports and studies

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance

Reviews budgets and provides final approval

Develops and implements techniques for evaluating program activities

Develops goals and objectives consistent with the department strategic plan

Plans, assigns, and supervises the work of others

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy

Attends various committee and department meetings and may represent the County on local, state, or national boards

Administers and supervises personnel matters which include hiring, disciplinary actions, terminations, employee reviews / evaluations, motivation, recommending pay increases or action, approving leave, new hire training, and recommending continuing education opportunities that are available for staff

Directs or oversees managerial handling of personnel matters including resolution of departmental employee disputes

Acts as a resource for staff questions regarding construction methods and procedures and customer client or citizen issues, policies and etc

Directs the development and administration for the department's annual budget including capital and fixed cost expenditures; monitors costs and levels of staffing, equipment, materials and supplies; and monitors and approves expenditures as well as implements cost saving programs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five (5) years of experience in the management and direction of a department relevant to assignment including two (2) year of supervisory experience within the related field

Graduation from an accredited four (4) year college or university with Bachelor's degree in business, public administration, engineering or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare report to communicate effectively; and to plan, assign, and supervise the work of others

Planning and practices of roadway management, maintenance, and construction

Knowledge of administrative procedures

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations

HIDALGO COUNTY PRECINCTS

DIRECTOR OF ADMINISTRATIVE OPERATIONS

GENERAL DESCRIPTION

Provide executive strategic and tactical direction/support to upper management staff in the effective development and attainment of goals/operations of the department by delegating and reviewing management and delivery of services, resources provided and appropriate budgets required; ensures training, evaluation and personal development of all unit employees; handles difficult problems or public policy concerns; manages the development, implementation and oversight of applicable programs; monitors departmental resources; and ensures compliance with policies and laws.

EXAMPLES OF WORK PERFORMED

Provides direction, guidance, and assistance in program area(s)

Establishes goals and objectives that support overall strategies; plans, develops, and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Plans, develops, implements, coordinates, monitors, and evaluates policies

Reviews guidelines, procedures, rules, and regulations; and monitors compliance

Reviews and approves management, productivity, and financial reports and studies

Reviews results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance

Reviews budgets and provides final approval

Develops and implements techniques for evaluating program activities

Develops goals and objectives consistent with the department strategic plan

Plans, assigns, and supervises the work of others

Coordinates activities and programs with other departments to expedite work and improve interdepartmental performance using tact and diplomacy

Attends various committee and department meetings and may represent the County on local, state, or national boards

Administers and supervises personnel matters which include hiring, disciplinary actions, terminations, employee reviews/evaluations, motivation, recommending pay increases or actions, approving leave, new hire training, and recommending continuing education opportunities that are available for staff

Directs or oversees managerial handling of personnel matters including resolution of departmental employee disputes

Acts as a resource for staff questions regarding construction methods and procedures and customer client or citizen issues, policies and etc

Directs the development and administration of the Precinct's annual budget including capital and fixed cost expenditures; monitors costs and levels of staffing, equipment, materials and supplies; and monitors and approves expenditures as well as implements cost saving programs

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years experience in the management and direction of a department relevant to assignment including two (2) years of supervisory experience within the related field

Graduation from an accredited four (4) year college or university with Bachelor's degree in business, public administration, engineering or related field

Two (2) years of experience may be substituted for one (1) year of education

Certificates, Licenses, Registrations

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management

Ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to

prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others

Planning and practices of roadway management, maintenance, and construction

Knowledge of administrative procedures

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
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

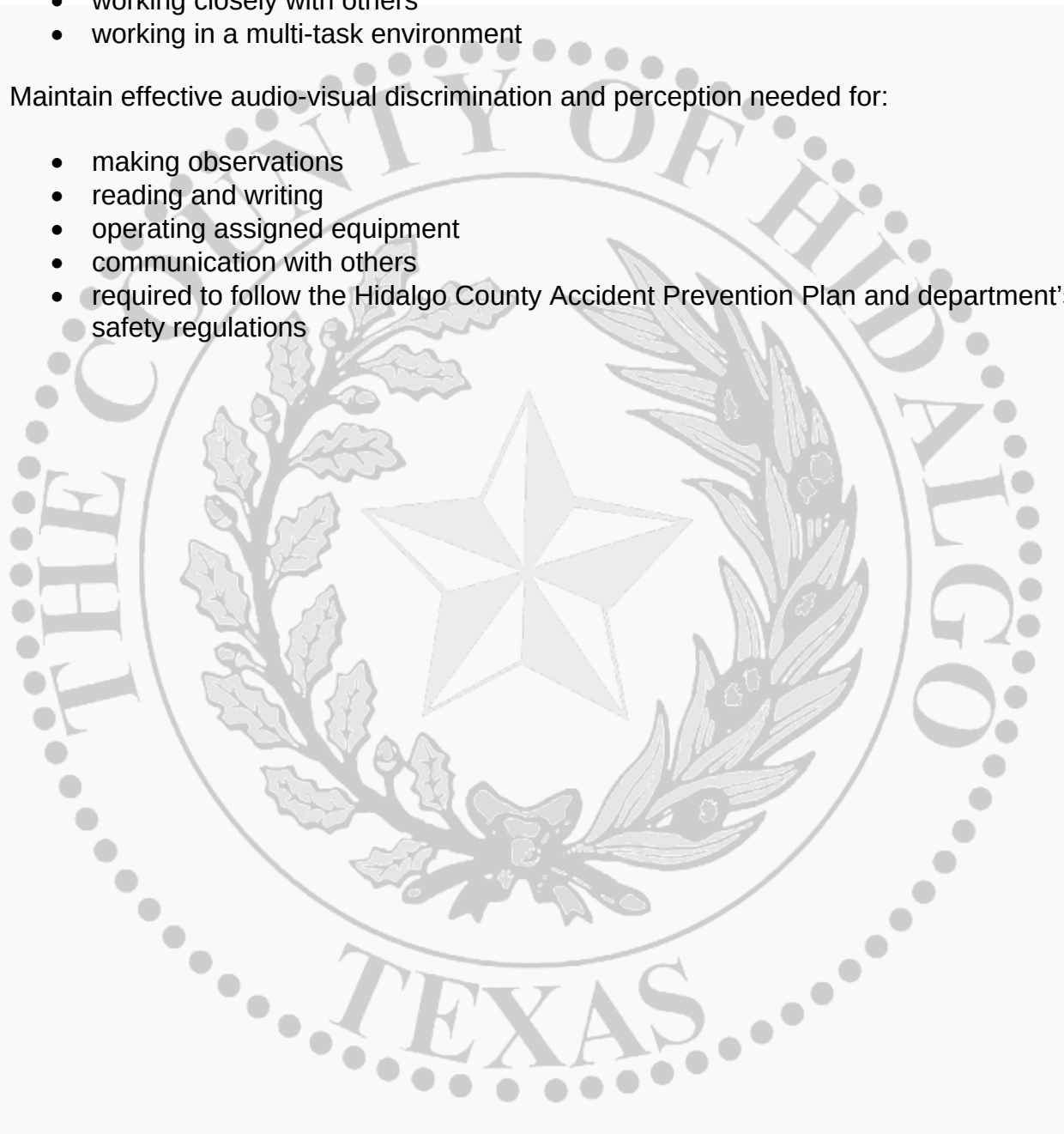
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations





COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, COMMUNITY SERVICE AGENCY**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

ALL POSITIONS WITH CSA ARE CONTINGENT ON FUNDING ON A YEAR-TO-YEAR BASIS

GENERAL DESCRIPTION

Administers program funds to support the delivery of services and activities designed to assist low-income families to become self-sufficient and energy self-sufficient. Will execute sound and ethical judgment on daily operations and meet a high standard of production, effectiveness, and efficiency.

The Executive Director must ensure that the program staff provides appropriate guidance, oversight, and funding allocations to assist people in becoming self-sufficient socially, physically, culturally, and/or economically by reducing poverty and improving the quality of life for low-income residents.

The Executive Director will foster and maintain cooperation with community agencies and officials, to undertake actions to improve existing efforts to reducing poverty. Focus resources on the most needy and provide additional opportunities to low-income individuals and families.

The Executive Director will develop and maintain a Board of Directors as contractually required to assist in the development, plans, oversight, and/or guidance for an effective and efficient daily operation.

The position of the Community Service Agency Executive Director is appointed by and serves at the will of the County Commissioners. The CSA Executive Director reports to the Commissioner's Court Chief Executive Officer.

EXAMPLES OF WORK PERFORMED

Develops public policy governing community service funded programs related to energy emergency services, case management that promotes both self and energy sufficiency, services related to heating/cooling systems, and/or senior volunteer management

Directs all activities of the Community Service Agency and is responsible for effectively administering all program funds and assuring the quality of services provided to low-income people

Represents the County in all aspects or areas of low-income community based activities

Develops and maintains a Board of Directors as contractually required, that shall provide guidance and oversight in an advisory capacity as outlined in By-Laws

Provides administrative oversight and ensures compliance for all contracts administered by the Community Service Agency

Provides technical guidance to elected officials and administration on the impact of state and federal legislation in the areas of community development for low-income community based activities

Performs any and/or all duties involved in the operation of the business as assigned or required by contractual obligations, CEO, or County Commissioners

DECISION MAKING

Will utilize wide discretions and independent judgment/decision making in compliance with the policies of the County, the laws of the State of Texas, US Federal Mandates, IRS and consistent with the independent beliefs and positions of the County Commission.

CONTACTS

Will interact with all County Department Heads and Local State and Federally Elected Officials and/or Agencies, Local Government Department Heads, News Media, Service Organizations, Charitable, Non-Profit, Not-to-profit, Neighborhood and Special Interest Groups, the General Public, Members of Court-Appointed Boards and Commissions.

EXPERIENCE AND EDUCATION

Minimum qualification required is a four (4) year college degree from an accredited university or college in the related field

Five (5) to eight (8) years of progressively responsible and related work experience is required

Excellent and highly persuasive verbal and written communication and presentation skills

Exemplary conflict resolution and advanced interpersonal and leadership skills

Must speak and write proficiently in English and Spanish: Bilingual strongly preferred

Must be prepared to travel for intra or interstate travel conferences

CERTIFICATES, LICENSES AND REGISTRATION

Must possess and maintain throughout employment a current valid TX Driver's License

Must possess and maintain throughout employment valid liability insurance

Must possess and maintain throughout employment valid transportation

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal and state grant programs available to assist low income families

Knowledge of County, Non-profit, and other agencies that provide emergency assistance to needy individuals and families

Knowledge of social services program delivery and assessment methodologies

Skill in managing multiple federal and state grant programs complying with program rules and regulations

Skill in managing a large organization and in supervising professional and paraprofessional staff

Skill in reporting program progress and achievements to elected officials and to the general public

Ability to solve problems and implement change in a large organization

Ability to hire, train and develop employees in the delivery of social services

Ability to manage the financial aspects, including the financial reporting of federal and state program grants

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, COUNTY PLANNING DEPARTMENT**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Management level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community. Responsible for managing the Planning Department Main Office and the substations and supervising employees assigned to those offices. Communicates with the general public, other County Departments, Municipalities in Hidalgo County, elected officials and other governmental entities with regard to development of subdivisions and residential/commercial development permit applications.

EXAMPLES OF WORK PERFORMED

Evaluate compliance with county orders and policies by visual on-site inspection, etc.

Correctly advise the public extra-territorial boundaries, the corporate limits, development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures

Oversees preparation, publication, and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises the Subdivision Advisory Board, the Board of Building Line Adjustments and developers regarding proposed plans

Effectively and courteously communicates orally and in writing with the public, city officials and employees of the County

Addresses public bodies regarding development plans, development applications, ordinance amendments, and annexation requests

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Management and oversight of employees required, with experience preferred

Oversees the development application process for residential applications within Hidalgo County jurisdiction which includes proper building setback compliance, floodplain administration compliance, on-site sewage system approval and the use of proper utility certificates

Oversees the Subdivision Advisory Board and assists in confirming compliance with Hidalgo County Subdivision Rules and Regulations and Texas Water Development Board Rules

Responsible for enforcement of statutes adopted by Hidalgo County that relate to colonias prevention and illegal land use

Oversees new commercial development requirements, i.e. off-street parking, storm water detention, TxDot driveway access permit confirmation

Coordinates with the Floodplain Manager with regard to filtering/funneling floodplain applications to said office and gathering data for variance requests to Floodplain Order

Analyzes and takes appropriate action on Subdivision Plat Note violations. Action on these particular violations include, obtaining evidence and creating a file that is forwarded to the District Attorney's Office for prosecution. Attendance and testimony at trials is a requirement in some cases

Works directly with the Office of the Attorney General with regards to enforcement of the Colonia Prevention Laws as they pertain to illegal subdivision development in the County

Assists in the coordination of routing multi-family and commercial development applications with the Office of Environmental Compliance, Environmental Health Department and Hidalgo County Fire Marshal

Responsible for managing and coordinating meetings for the Board of Building Line Adjustments

EXPERIENCE AND EDUCATION

Bachelor's degree with course work in regional planning or a related field is generally preferred, ten (10) or more years of progressively responsible experience as a senior planner, planning supervisor and/or equivalent is required.

CERTIFICATES, LICENSES AND REGISTRATION

Employee must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Ability to prepare and review subdivision plans

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Must have the ability to read, write, and comprehend English language fluently (Bilingual preferred)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF BUDGET AND MANAGEMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Oversees and manages the operations, maintenance, and oversight of the Hidalgo County budgetary process including administration of the County's long-range Capital Improvement Program. This position directs plans, organizes, analyzes, and prepares a comprehensive review and recommendation for all departmental budget requests and administers professional budgeting activities in compliance with the principals and procedures of public budgeting. The position performs complex professional level tasks related to budgeting and budget control and is responsible for the design and maintenance of the County budgeting program

EXAMPLES OF WORK PERFORMED

Provides expert advice, budget analysis, guidance and recommendations on all aspects of the Hidalgo County Budget to Commissioners Court, department heads, elected officials and staff; directs the activities of assigned staff to include compilation, review, examination, and interpretation of financial data

Plans and directs the County's annual budget process including review of departmental requests and presentation of a recommended budget to Commissioners' Court including existing operations, new programs, and staffing levels for all departments; recommends tax rates needed to finance the budget

Conducts interviews and assists department heads and elected officials in developing budget requests; prepares legal notices for budget and tax rate statutory requirements

Directs the work activities of assigned staff to include the compilation, review, examination, and interpretation of financial data; the recommendations for the future; and the implementation of new ideas and financial strategies also ensuring adherence to established policies and procedures

Supervises payroll budget proposals, procedures, and payroll expenditures during budget year

Monitors and assists County departments' expenditures, on an on-going basis, ensuring compliance with established policies and procedures and adherence to budget limitations; reviews availability of funds and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports detailing impact on budget and recommendations

Conducts analytical studies, utilizing expertise in financial and budgetary areas, and in accordance with outlined goals and objectives; prepares and presents oral and written reports on findings and recommendations for improvements, as appropriate

Coordinates, compiles, plans, and directs the long term Capital Improvement Program for the County

Reviews and analyzes all departmental grant applications, grant awards, and law enforcement contracts to ascertain the impact to the budget prior to submitting requests to Commissioners Court

Develops and proposes policies and procedures for budget development and administration, and assists with the design of the on-line budget application in order to streamline the budget process through the use of advanced technology

Administers routine personnel matters affecting subordinates, including interviewing applicants, hiring, promoting, disciplining, terminating, etc., preparing and submitting various reports and records as required by the County management; approves employee time sheets, and grants compensatory, sick, and vacation leave

Reviews Commissioners Court agenda packet prior to meetings for budget impact or verification and provides any necessary clarification and/or research associated with agenda items

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Seven (7) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Requires the ability to use and interpret various technical and professional languages, including legal and government accounting terminology

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to understand and apply the theories of algebra and statistical inference

Requires the ability to deal with people beyond giving and receiving instructions

Requires the ability to perform under stress and when confronted with persons acting under stress

Requires the ability to manage or administer grant funds

Requires the ability to make recommendations that impact the budget

Requires the ability to manage the budget within assigned unit/division

Requires the ability to determine allocation of budget among departments

Requires the ability to manage the budget within assigned department

Requires the ability to oversee the purchasing authority up to \$5000

Requires the ability to use small office equipment, including copy machines or multi-line telephone systems

Requires the ability to use computers for data entry

Requires the use of computers for word processing and/or accounting purposes

Requires the ability to create and guide implementation of capital improvement plans or programs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Develops and administers the County's Indigent Health Department and its multiple programs, including development and provision of direct services, development and management of contract services.

EXAMPLES OF WORK PERFORMED

Plans for and advise Commissioners of the future direct and indirect services and budgetary needs of the department

Manages the personnel, equipment, facilities, and finances assigned to the department (including hiring, ensuring training for, reviewing performance of, disciplining, and dismissing staff members.)

Evaluates the services and employees of the department

Develops and implements managerial and monitoring systems to insure that the department complies with applicable state and federal laws and contractual requirements as well as the directives of the Commissioners' Court

Develops and recommends to Commissioners' Court policies and guidelines for service delivery

Prepares and submits proposals for grant monies for programs which enhance non-county subsidies of human services activities and programs

On behalf of the county, develops grant and contractual agreements with other funding entities, including city, state and federal governments

Serves as liaison to all county offices, other public and private agencies, the Citizen's Advisory Board and the general public concerning county human services matters

Establishes and maintains effective working relationships with representatives of other agencies, governmental entities, funding sources, and the media; work with them on issues related to contracts and activities affecting the delivery of county human services

Maintains an awareness of laws, regulations, actions and events which could affect the level, quality or cost of county human services

Summarizes and analyzes data concerning county human services and costs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Seven (7) years experience in public administration or related

Graduation from an accredited college or university with a Master's Degree in related field

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to convers fluently in both languages

Ability to supervise and motivate management level employees

Ability to develop, analyze and interpret policies and procedures

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Ability to work with multiple public and private agencies and advisory groups

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to develop grants and contracts

Ability to review and manage complex budgets involving multiple revenue sources

Ability to establish and maintain effective working relationships with other county employees and officials, outside funding agencies and the general public

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

Ability to write speeches and articles for publication that conform to prescribed style and format

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, DEPARTMENT OF HUMAN RESOURCES**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Appointment: The Human Resources Director for the County is appointed by the Commissioners Court. As an additional duty, the Human Resource Director will also serve on the Civil Service Commission panel, and provide support to the commission as may be necessary. Will provide staff support for the day-to-day functions of the Civil Service Commission on any grievance or complaint filed.

This is a responsible supervisory position that involves the creation, developing and the administrating of the County's Human Resources/Civil Service system; including planning, organizing, developing, implementing, coordinating and directing. Duties include formulating policies and procedures for the Human Resource Department and recommending to the County Judge, Commissioner's Court/Civil Service Commission, Elected Officials and Department Heads, countywide personnel policies and practices. Supervises Human Resources support staff.

EXAMPLES OF WORK PERFORMED

Maintains a positive recruitment program for both Civil Service and Non-Civil Service Departments of Hidalgo County

Prepares, recommends and maintains records and procedures for controlling Human Resources transactions and reporting personnel data

Designs Human Resources forms and directs the maintenance of personnel records by all departments

Serves as EEO specialist

Proposes, publishes and administers policies

Conducts wage and salary surveys

Administers classification programs, which include classifying, and reclassifying positions, writing job descriptions and the classification of Exempt/Non-Exempt employees

Accepts all County job applications and works with applicants, Department Heads and Elected Officials

Processes and approves all change of status forms

Coordinates grievance panel nominations, hearings and activities

Maintains affirmative action plan

Serves as liaison to County Commissioner's Court and Civil Service Commission

Develops, implements and monitors Civil Service rules and regulations

Processes and approves all human resources requisition forms on any vacancies for all county departments

Monitors all county employees and observes the various tasks of the submitted job description

Administers monitors and scores tests required by the County or Civil Service

Maintains employee confidence and protects operations of confidential county information

Provides Civil Service employees with information regarding the filing of grievances and/or complaints and insuring the process is followed

Provides Elected Officials/Department Heads with information regarding the proper procedures to follow when an employee files a Civil Service complaint or grievance

Attends Commissioner's Court regarding Human Resources matter

Attends all Civil Service Commission meetings, monitors the proceedings, serves on the panel and advises Commission pertaining to process of information required on any grievance or complaint filed and set for hearing

Prepares agenda and ensures all information is mailed to Civil Service Commission, County departments and employees

Sets up all meetings with Elected Officials and Department Heads to organize the reclassifications or reorganizations of their departments

Travel is required

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED); plus five (5) years of managerial and supervisory experience in government or industry, including experience in public or private personnel management; or

A Bachelor's degree in Personnel Management, Public Administration, Psychology, or Education; or

Equivalent to appropriate four (4) years college program; or

Any equivalent combination of related experience and training which provides the required knowledge, skills and abilities

Bilingual (Spanish/English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and current liability insurance

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles and practices of Human Resource Administration; knowledge of sound techniques in all aspects of Human Resource Management

Knowledge of the organizations and operations of county government and of sound Administrative programs

Ability to develop long-term plans and programs and to evaluate work accomplishments

Ability to plan and adapt practices and techniques to the special requirements of the county government

Ability to establish and maintain effective relationships with other county officials, employees and the general public

Ability to present acts and recommendations effectively in oral and written form

Thorough knowledge of management principles and practices

Ability to supervise and motivate management level employees

Ability to develop analyze and interpret policies and procedures

Ability to exercise sound judgment in making administrative decisions involving staff and county employees

Knowledge and thorough understanding of various budgeting techniques

Ability to review and manage complex budgets involving multiple revenue sources

Ability to establish and maintain effective working relationships with other county employees and officials, outside funding agencies and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, ELECTIONS DEPARTMENT**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

To coordinate, implement and supervise all facets of the voter registration and County election processes; and to coordinate assigned activities with other County departments and outside agencies.

EXAMPLES OF WORK PERFORMED

Assume full management responsibility for all Elections Administration department services and activities including voter registration and County elections; recommend and administer policies and procedures

Oversee election activities and perform the duties and functions required by the Texas Election Code, applicable laws and regulations and administrative directions from the Secretary of State

Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement, direct and implement changes

Monitor election records, ballot boxes, keys, supplies and other items used in the election process; arrange polling places, prepare and order ballots, procure, allocate and distribute election supplies and equipment

Select, train, motivate and evaluate Elections Administration Department personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures

Oversee and participate in the development and administration of the Elections Administration Department budget and contracts determined by the election code, approve the forecast of funds needed for staffing, equipment, materials and supplies, approve the forecast of funds needed for staffing, equipment materials and supplies, approve expenditures and implement budgetary adjustments as appropriate and necessary

Accept voter registration applications, review for accuracy, verify records, determine voter eligibility

Serve as early voting clerk and conduct early voting at courthouse and all branch locations

Initiate contracts to hold elections for other entities; serve as Manager of Central Counting Station for all County and contracted elections; receive and tabulate unofficial precinct returns

Respond to and resolve difficult and sensitive citizen inquiries and complaints

Recommend names for elections judges and alternates to Commissioner's Court and notify appointees

Recommend voting sites to Commissioner's Court

Obtain approval for changes in election procedures from the U.S. Justice Department

Prepare correspondence necessary to notify appropriate parties of pertinent information

Test equipment

Maintain custody of ballots, voting equipment, supplies and other election records

Appoint voters registration volunteers to conduct voter registration drives

Prepare presentations to civic, political and other groups

Regular travel

Irregular work hours

Regular attendance is a must

Ability to work well with others

Perform other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Graduation from an accredited college or university with a Baccalaureate Degree

Minimum of five (5) years of responsible experience with administrative and supervisory responsibility

Extensive knowledge in computers and computer operating systems

Strong communication skills, both verbal and written (English and Spanish)

CERTIFICATES, LICENSES AND REGISTRATION

Must be a qualified voter in the State of Texas

Must have ability to be bonded as per the State Election Code

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County Insurance carrier

Operations, services and activities of a comprehensive state and County elections, procedures and applicable laws

Principles and practices of program development and administration

The Texas Election Code and other applicable election related statutes

Principles of supervision, training and performance evaluation

Rules, regulations and guidelines imposed by federal state and local institutions

Inventory management

KNOWLEDGE, SKILLS AND ABILITIES

Plan, organize, direct and coordinate the work of the election staff

Select, supervise, train and evaluate staff

Lead and direct the operations, services and activities of the Election Administration Department

Interpret and apply pertinent federal, state and local election codes

Identify and respond to community issues, concerns and needs

Communicate clearly and concisely, both orally and in writing

Organize and document activities and projects

Evaluate applications and information according to regulation

Establish and maintain professional working relationships with those contacted in the course of work

Work independently in the absence of supervision

Operate modern office equipment including computers, printers and ballot scanners

Employees may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Additional Duties and Responsibility

Systems Administrator I

Web Publisher

Monitor and promote Legislation regarding issues concerning elections

Prepare with information Systems Technologist GIS System (Arc View) mapping for County elections

Program analyst - Creates and edits code for voter database to maintain and update elections voter database

Systems Project Manager - Manage computer technicians in the Election Department by arranging times and jobs during election process

Technical Solution Architect - lead and direct the optimization of hardware platforms and software systems for the department

Research and procure Elections Hardware/Software - Knowledge of different types of software/hardware to run voter registration software and voting system

Provisional Balloting - Knowledge of Provisional Balloting to develop, creates and implements updated procedures of Provisional Balloting, a new balloting procedure

Grant Writing - Granting writing to develop and submit grants for approval to assist in technology for the Elections Department

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, FACILITIES MANAGEMENT**
Grade: 20

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, FIELD OPERATIONS**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, FIELD OPERATIONS II**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (senior-level) precinct road and drainage construction and maintenance project management work; Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders; including engineers, ROW agents, other state and local agencies, and other relevant parties; plans, assigns and supervises the work of project foreman and crew leaders; works under the direction of the Precinct Commissioner, with wide latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Manages, develops, oversees, and evaluates projects utilizing accepted project management methodologies

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections

Reviews and recommends proposals and bids to management

Monitors and manages project cost to ensure project is completed within budget

Monitors and manages project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications

Identifies potential project risk and difficulties, and designs strategies to mitigate or avoid them

Communicates and explains project methodology and processes to interested groups and team members

Compiles and distributes project information, project status reports, and project expenditures

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors

Decision making and County policy implementation

Development of Performance Measurement

Develop a work plan, with clearly defined timelines, responsibilities and activities, supporting the current Strategic Plan operations objective

Monitor and report on the operations objective work plan status to the Operations Group, advising on strategies to assure timeline and outputs are on target

Plans, assigns, and supervises the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in Business Administration, Public Administration, Project Management, Engineering or a field relevant to assignment

Seven (7) years of related experience; experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Project Management Professional (PMP)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of project management theories and practices applicable to small to mid-sized scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken

Ability to exercise sound judgment in making critical decisions; to analyze complex information and develop plans to address identified issues; to demonstrate negotiation and facilitation skills; to prepare reports; to communicate effectively; and to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, INFORMATION TECHNOLOGY DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Responsibilities for the overall management and operation of all technological attributes, including but not limited to, computers, printers, internet development, wireless communications, or connectivity protocols.

EXAMPLES OF WORK PERFORMED

Supervises the overall functioning of the computer department

Responsible for overseeing completion of all service calls

Assists in network and hardware service calls as provide expertise in assisting network and PC technicians

Leads in the implementation of new projects

Manages departmental budget and purchase decisions

Assists purchasing in qualifying all computer related purchases to meet current industry standards

Responsible for design and maintenance of the County's web page

Assists department in channeling contributions to web page

Defines policies for Computer department

Internet usage; email web browsing, video conferring and any other apps.; software licensing and usage

May travel to other county departments in personal vehicle

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Bachelor's Degree in Information Systems or computer related field

Three (3) years supervisory experience

Five (5) years experience working in the computer field

Experience in setting and managing networks (LAN & WAN)

Bilingual (Spanish and English) with the ability to converse fluently in both languages

KNOWLEDGE IN:

Operating System:	Software	Hardware
Windows NT	MS Office Suite	PC Hardware
Windows 9x,2000	MS Back Office	Peripherals(Printers, Modem, scanner, etc.
UNIX	Other Office Apps	Networking equipment
AIX	Marco Media Suite	routers, hubs & switches)

CERTIFICATES, LICENSES AND REGISTRATION

Must possess proof of current valid Texas Motor Vehicle Operator's License and current liability insurance

Must be able to be insured by the County's insurance carrier

Certification in at least one computer related specialty

KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to read a variety of reports, correspondence, technical manual, forms, logs, charts, etc.

Requires the ability to prepare a variety of reports, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

Requires the ability to speak to people with poise, voice control and confidence

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Requires the ability to deal with people beyond giving and receiving instructions

Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress

Ability to work irregular hours

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, PUBLIC DEFENDER'S OFFICE**
Grade: 20

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under commissioners' court direction, performs legal defense work for clients needing publicly assisted representation in serious criminal cases accepted by the Public Defender, including felony and misdemeanor charges. Performs professional, management, supervisory and legal work. Responsibilities include supervising, leading, and counseling subordinate attorneys and acting as a lead counsel on the most difficult and challenging cases. Is assigned to develop legal and departmental policy and procedural guidelines, incumbents are held accountable for exercising substantial initiative, judgment and expertise in administering criminal defense programs and managing professional staff. General policy direction is received from the Public Defender Oversight Committee and the Hidalgo County Commissioners' Court.

EXAMPLES OF WORK PERFORMED

Supervises the work of subordinate attorneys in felony and misdemeanor cases

Schedules, supervises, and reviews assignments of legal assistants and investigators assigned to the operational unit

Establishes operational goals, objectives, policies, and procedures to facilitate effective overflow

Instructs, assigns, reviews, and plans the work of others

Monitors standards

Coordinates activities

Allocates personnel

Responsible for employee reassignments, promotions, and salary increases as appropriate

Authorizes, reviews, and approves Department payroll

Prepares and submits full cost accounting budgets; monitors expert witness expenditures

Responsible for planning and presenting mandated continuing legal education (MCLE) training programs in-house

Acts as lead counsel in the most challenging, high profile cases

Prepares and reviews formal legal opinions

Makes recommendations concerning the advisability of writs and appeals

Advises and assists attorneys on methods of approach, tactic, and policies in resolving difficult and complex cases

Resolves complex legal judgment questions

Studies, interprets, and applies statutes, ordinances, court decisions, and legal opinions

Prepares and provides administrative reports

Assigns or assists in assigning routine felony or misdemeanor cases to attorneys

Acts as liaison with other criminal justice agencies or public organizations

EXPERIENCE AND EDUCATION

Juris Doctor Degree, supplemented by three (3) years of progressively responsible experience involving criminal trials

Experience in leading, coordinating, and/or supervising professional staff

Current active membership in the State Bar of Texas required

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's Insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

The authority, limitations, and functions of the workings of the Public Defenders' Office

Legal principles and practices in criminal defense, including felony and misdemeanor legal defense

Rules of evidence

Legal research methods and procedures related to the conduct of court proceedings
Computer applications related to the work

Standard legal office practices and procedures

Techniques for dealing with individuals of varying races, genders, ethnicities, and ages, some of whom may have physical or emotional problems and who appear to be difficult, confused, or hostile

Supervisory principles and practices

Interviewing a variety of individuals and soliciting needed information to determine facts and circumstances

Developing effective defense strategies

Analyzing cases and applying legal principles

Presenting statements of law clearly and logically in written and verbal form

Presenting an effective defense in Court

Preparing clear, concise, accurate, and effective legal, policy, and procedural guidelines

Using sound independent judgment within established legal, policy and procedural guidelines

Communicating logically and effectively with a diverse group of clients, witnesses judges, law enforcement officials, other attorneys and employees of various agencies and departments

Demonstrating patience, tact, courtesy, and compassion

Establishing and maintaining effective work relationships with those contacted in the course of work

Working cooperatively with colleagues to accomplish the policies and goals of the office

Organizing, coordinating, and motivating a team comprised of attorneys, investigators, and legal assistants to effectively and creatively represent clients and accomplish the mission of the office

Handle serious criminal cases

Lead a team of attorneys

Organize time and work accurately and swiftly under pressure

Work in a standard office environment

Use standard office and computer equipment

Analyze complex legal problems and effectively supervise, coach and counsel other employees in legal problem solving

Apply appropriate legal principles and practices and take effective courses of action

Communicate effectively both verbally and in written form to present statements of fact, points of law and argument concisely and logically

Read, comprehend, and retain voluminous technical legal research

Analyze and make sound recommendations regarding legal and administrative matters

Think globally, develop goals and action plans

Bring people together around a common vision and set of goals

Prepare and maintain statistical management reports to effectively measure unit's performance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, PURCHASING DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly technical and advanced purchasing work in commodity buying and/or the supply activities of Hidalgo County Departments. Provides a variety of purchasing, managerial budgeting and administrative support, technical operations and program support for County departments and the Commissioners' Court. Work may involve supervising acquisition-related functions, including consolidation of requirements, planning, pre-scheduling, approving specifications, issuing orders and establishing and administering annual contracts. Plans, organizes, coordinates and supervises staff in writing specifications, preparing procurement documents and maintaining detailed record of items purchased, received, prepared and issued. Has extensive opportunity for independent judgment within established policies and procedures regarding state statutes and county government policies and procedures.

EXAMPLES OF WORK PERFORMED

Carries out supervisory responsibilities in accordance with Hidalgo County policies and applicable laws

Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work, appraising performance, disciplining employees, addressing complaints and resolving problems

Ability to read analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations

Ability to write reports, business correspondence and procedure manuals

Ability to effectively present information and respond to questions from Elected Officials/Department Heads and the general public

Ability to read purchasing laws, other applicable laws, public documents and technical material on a vast variety of products, technical material on office equipment, policy letters, newspapers, vendor proposals, invoices, financial statements, personnel and civil service rules, safety material and other departmental correspondence and miscellaneous forms and records

Develops, implements and controls an effective automated purchasing system in compliance with all applicable regulations

Develops and implements goals and objectives to maximize and use of all resources

Implements and maintains appropriate procedures for the County's purchasing and any other relevant laws or rules for Commissioner's Court resolutions

May develop standard specifications for bids, proposals, etc.

May prepare and revise specifications for bids, proposals, etc.

Maintains a variety of records including vendor lists, standardized bids specifications for recurring purchases and purchase order requests

Reviews requisitions for completeness and compliance with applicable requirements prior to the processing of invitations for bid; utilizes the qualified bidder's mailing list of assigned commodities and services

Advertises, receives and reviews bids for goods and services; recommends bid awards to Commissioners' Court; issues purchase orders and authorizes placement of orders

Makes recommendations for annual contract awards, oversees contract awards and suggests the addition of items to contracts

Plans for future services and budgetary needs of the department

Interviews, screens and selects applicants for employment and recommends promotions, salary increases, demotions and transfers of employees. Oversees the training of and evaluates all department employees

During the procurement process, interviews and evaluates vendors/bidders as prospective awardees

Oversees the maintenance of records of surplus assets. Files annual report of assets on hand and accounts for missing assets, as directed by the County Auditor's Office

Performs such other duties as required by law or assigned by the Commissioners' Court

EXPERIENCE AND EDUCATION

Bachelor's degree (B.A.) from a four (4) year college or university in Public or Business Administration or a related field plus four (4) years of experience in the Purchasing and Procurement Field and at least two (2) years of supervisory experience.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's License

Must be able to be insured by the County's Insurance carrier

Professional certification by a recognized national purchasing association is preferred

KNOWLEDGE, SKILLS AND ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Ability to develop and administer all aspects of a public procurement system

Knowledge of and familiarity with the Texas County Purchase Act

Ability to establish and maintain effective working relationship with other County employees, officials and the public

Ability to supervise and motivate others

Must be proficient in computer literacy

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, URBAN COUNTY DEPARTMENT**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The position involves the direct supervision of division managers and staff employees and seventeen (17) cities as to the proper administration of federal and state grant funds. The position requires extreme tact and cooperation with various representatives from state, federal and local agencies and political entities.

EXAMPLES OF WORK PERFORMED

Oversee the provision of technical assistance to seventeen (17) cities and their staff

Provide guidance in the areas of project administration and compliance

Provide guidance and direction in the area of grantsmanship and grants management

Oversee and provide guidance to project monitoring to ensure compliance

Oversee the maintenance of project and grant reporting systems

Confer and report on program activity and progress to County Commissioner's Court

Ability to work well with others

Regular attendance is a must

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

College degree in Political Science, Public Administration, Business Administration; or

Other related field and five (5) years experience or ten (10) years experience of direct C.D.B.G. Administration

Knowledge of word processing software and use of computer operating programs, general office machines

CERTIFICATES, LICENSES, AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIRECTOR, WIC PROGRAM**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position is responsible for the management of the overall administrative, financial, and clinical operations of the Women, Infants and Children (WIC) Program. Essential responsibilities include the development and the implementation of the Nutrition Education, Breastfeeding, Outreach and Training Programs, and Immunization plans for the WIC. This position is overseen by the County Executive Officer and reports to the County Commissioners' Court.

EXAMPLES OF WORK PERFORMED

The WIC Director needs knowledge and skills to carry out the responsibilities of the following administrative duties:

Supervise employees working in the WIC Program

Develop and implement a Nutrition Education, Breastfeeding, Outreach and Immunization Plan

Schedule and present learning seminars for employees

Supervise the certifications and terminations of participants in the WIC Program

Implements and monitors local, state and federal policies and procedures in collaboration with WIC staff, community agencies, county, local municipalities, state and federal entities in order to enhance the WIC Program

Identifies and implements strategic goals and objectives for the WIC program. Interprets and/or develops Hidalgo County WIC policies and procedures

Researches, initiates and manages grant applications to enhance WIC Services. Establishes collaborative relationships with community partners to improve the nutritional status of Hidalgo County residents

Evaluate WIC employees under her supervision

Maintain nutrition education at an acceptable level in the clinic sites

Plans, forecasts, monitors and administers the annual WIC budget with WIC budget/accounting staff

Develops and negotiates grant proposals and contracts for WIC

Follow and implement Federal and State Regulations and Guidelines

Attend WIC meetings or conferences relating to nutrition education and its new regulations

Share new information with other WIC nutritionists and employees

Supervise clinic sites at regularly scheduled intervals to insure policies are being followed

Make presentations to the Community on the WIC Program

Hiring and terminating employees according to Civil Service Commission

Implement strategies for caseload management

EXPERIENCE AND EDUCATION

A Bachelor's degree (from an accredited US college or university) in Public Health, Community Health, Nutrition, or Home Economics required with strong emphasis in Nutrition and Public Health

Five (5) years of experience in a public health program which includes two (2) years of supervisory and/or management experience

A minimum of five (5) years of successful work experience as a WIC Nutritionist

Master's degree (from an accredited US college or university) preferred

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier and have availability of personal car

Up to date Immunization Record

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to establish and maintain a position of leadership in a professional field

Ability to motivate, instruct and manage professional staff. Ability to develop and lead a cohesive management team

Considerable knowledge of fundamental theories, concepts, methods and basic sciences of public health

Knowledge of the principles and practices of management, administration, budgeting, human resources, and supervision

Ability to gather, analyze, and interpret statistical data and draw valid conclusions; Ability to develop, implement and achieve program goals and objectives

Knowledge in applying principles of nutrition, basic sciences to community health and social welfare

Ability to resolve program and performance issues; Ability to interface effectively with clinic and program staff, community based organizations and health care providers

Ability to speak and write effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, ASSET MANAGEMENT**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Maintains asset inventory; disposes of assets through Internet auctions, as well as transports and stores assets; distributes funds received for sale of items to proper accounts.

EXAMPLES OF WORK PERFORMED

Supervises the preparation of items for storage, auction, disposal, or transfer

Maintains Hidalgo County Fixed Asset Inventory database and Annual Fixed Asset Inventory

Transfers items from Hidalgo County to outside buyers

Assists individual departments with inventory related issues

Distributes sale proceeds to correct department accounts

Assists County employees in County warehouses for purposes of utilizing existing County assets

Provides assistance to Purchasing Department using computerized system to order supplies, complete deliveries, and other assigned tasks

Supervises work release individuals and gives instructions to Facilities Management staff

Prepares title paperwork for processing in the sales of vehicles and trailers

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years related experience

Graduation from an accredited four (4) year college or university with major course work in Business, Accounting, or related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Fixed Asset principles and Inventory Control

Incumbent must have the ability to work well with others

Incumbent must be able to perform the essential functions of the position

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, COUNTY CLERK**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, DISTRICT CLERK**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, ENVIRONMENTAL COMPLIANCE**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direct supervision this individual will assist in department work to insure the county maintains compliance with state and federal regulations dealing with storm water, air quality, water quality, solid waste, and hazardous materials.

EXAMPLES OF WORK PERFORMED

Perform site inspections as assigned to gather information concerning regulated activities at county facilities

Compile reports documenting field observations

Will review development permit applications and subdivision plats to insure compliance with state storm water regulations

Will assist in compiling and submittal of compliance documentation for environmental permits and/or authorizations held by county to state or federal entities

Will assist in development of county procedures to meet county policies

Respond to duties as assigned that will assist in the successful completion of Department and County environmental goals and objectives

Performs related work as assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree in Public Administration, Natural Science or a related field or

Five (5) years of experience in Public Administration with emphasis in managerial and communication

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Federal, State, and Local Texas Administrative Code and Procedures

Knowledge of Judicial System to ensure compliance with issuing citations within appropriate time frame requirements

Knowledge of Hidalgo County policies and procedures

Knowledge of Hidalgo County permits procedures for subdivision regulations

Skill in conducting inspections, surveys, and investigative research and studies

Skill in analyzing and interpreting environmental issues, including erosion, sedimentation, storm water, and other related issues

Skill in utilizing tools and equipment used in environmental inspections, including personal desktop and laptop computers, video camera, digital camera, DVD player, GPS equipment, and cell phone

Skill in establishing and maintaining effective working relationships with supervisors, coworkers, contractors, other agencies and organizations, and the public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, HEALTH SERVICES**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the immediate supervision of the Public Health Chief Administrative Officer, the Division Manager will oversee the day to day management of public health environmental service to include Sanitarian / Health Inspections, OSSF Septic System Inspections, Vector Control, Zoonosis, Animal Control, and TCEQ coordination within Hidalgo County. The position requires is a clear understanding and knowledge of the local, State, and Federal rules and regulations in the specified fields of supervision

EXAMPLES OF WORK PERFORMED

Assists with development, implementation, and administration of the Environmental Health Programs

Investigates or oversee investigations on various sanitation / public health concerns which may lead to communicable disease or public health risks and educates the public on personal hygiene various sanitation related topics

Must have a clear understanding of rules and regulations as governed by TCEQ and the Texas Water Development Board

Must collaborate with the various County departments and personnel assigned to provide oversight and compliance with the Federal and State required Municipal Storm Water remediation (MS-4) action plan

Performs public education, including radio, television, and newspaper interviews with Health Chief Administrative Officer's consent

Conducts school workshops, disseminates information regarding sanitary methods in eating and drinking establishments, rabies control, swimming pool safety, and communicable disease prevention and control

Inspects private and semi-private water and rural sewer system installations and operation

Coordinate soil analyses, water quality, and relate subdivision inspections in coordination with the Planning Department, Fire Marshals, and other related agencies

Inspects unsanitary conditions within the County which may yield various public health threats and implement action to correct and prevent from such threats from occurring. I.e. vector related, zoonosis related illness or concerns

Documents all environmental health complaints and the outcomes of stated complaints

Represents the Administration on Environmental Health matters in the absence of the Health Chief Administrative Officer or designee, with proper consent

Will adhere to all the state and federal guidelines and required by code

Will be accountable for all supervision and performance of assigned employees

Will be responsible to review all time sheets, leave request and travel claims and/or county vehicle assigned to staff under your direction

Regular attendance is required

All other duties as assigned by the Public Health Chief Administrative Officer and/or designee

EXPERIENCE AND EDUCATION

Ten (10) years of experience as an OSSF Health Inspector with Five (5) of those years as a manager in Public Health

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a Texas DSHS approved OSSF/DR license; Certified in Vector Control and Animal Control

Must be certified and maintain continuing education hours as required by the state certification board

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to work well with others in a respectful and professional manner

Ability to demonstrate management skills in supervising various employees of different professions and vocational backgrounds

Ability to communicate effectively orally and in writing complex technical instructions

May be required to work other than normal hours including weekends and holidays

IMMUNIZATION/TB SCREENING REQUIREMENTS

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines)

TB skin testing maybe required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, HUMAN RESOURCES**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, MOTOR VEHICLE LICENSE SECTION**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

To perform this managerial job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EXAMPLES OF WORK PERFORMED

Sees that all offices are opened and closed on time everyday

Sees that all employees are accounted for in the Edinburg office as well as reviewing daily logs in by the sub-stations

Oversees all employees attendance records, annual and sick leave

Monitors and oversees Workman's Compensation reports and works with Risk Management

Holds staff meetings at least twice or better per month

Checks and signs payroll time sheets as well as sees that all employees get their payroll checks

Files change of status reports on all employees

Interviews new applicants for employment after vacancy is created

Recommends to Tax Assessor/Collector applicant for employment

Resolves problems that may arise at the counter or anywhere within the office

Sees that the public is well treated at all times

Sees that all reports on the following are made on time: Auto Registrations, Liquor and Beer, Cash Variance, reports and other miscellaneous reports like commission on soft drinks and vending machines; Liquor permits to be checked with employee responsible that all permit renewals are handled in time for payment

Sees that supplies are on hand at all times

Sees that the budgeted monies are not overspent

Prepares the new budget

Sees that equipment inventory is up to date

Sees that all incoming mail is processed on a daily basis

Tax Collector's Hearing:

Upon petition for a hearing, applicant is advised to bring all pertinent information required to set the hearing. A prepared brochure is given to applicant to follow procedures

Posts all returned checks and sees that they are paid, if not, places calls and follows up by letter requesting payment. If not paid within ninety (90) days, reports to the Texas Department of Transportation for credit, but at the same time, file through competent court or District Attorney's Office

Answers correspondence that is addressed to the office and oversees that all mails are answered properly and promptly

Makes sure that all past due Beer Permits are renewed and authorized after being requested by Tax Assessor/Collector or by the Alcoholic Beverage Commission

Keeps up with all Legislative changes and rules directed by the Texas Department of Transportation and State Comptroller's Office

To make employees aware that they are responsible to read all circulars

Makes visits to sub-stations on a regular basis

Evaluates each employee at least twice a year if possible

Ability to work well with others

Other duties as assigned by Tax Assessor/Collector

Regular attendance is a must

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) with courses in typing, plus a minimum of one (1) year of responsible clerical work experience, preferably with a governmental entity

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities

BBA Degree from a four (4) year accredited College or University in Accounting

CERTIFICATES, LICENSES AND REGISTRATION

Provide letter of recommendation from previous employer and/or letter of personal achievements

Provide copies of diplomas and certificates of achievements

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Ability to operate or demonstrate ability to learn to operate a personal computer, an automated mail meter/processor, calculator, typewriter, copier, facsimile machine, cash register and electronic filing system

Ability to understand, follow and give oral and written instructions

Bilingual (Spanish and English) with ability to converse fluently in both languages

Ability to establish and maintain moderately complex records and files and to organize data for reports independently, complying with reporting guidelines

Ability to proofread or completeness, accuracy and content

Ability to type at a speed of at least forty (40) words per minute

Ability to use standard work processing, data inquiry or spreadsheet software

Ability to read and interpret documents such as reference manuals, safety rules, operating and maintenance instructions and procedural manuals

Ability to write routine reports and correspondence

Ability to add, subtract, multiply and divide all units of measures, using whole numbers, common fractions and decimals

Ability to compute rate, ratio and percent to draw and interpret bar graphs

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, PAYROLL**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Supervises the daily functions and activities of the County payroll; Ensures that all employee payroll transactions are in keeping with the County's policy, IRS, FLSA, and other state/federal laws; Coordinates employee payroll activities and transactions with HR, departments and employees; Ensures that payroll accounts and payments are handled correctly, balanced and reconciled by working directly with FI, other Departments and third-party vendors; Assists departments and employees with payroll-related education/training and/or projects/information.

EXAMPLES OF WORK PERFORMED

Coordinates with HR, departments and employees for the transition of employees who are going in/out on retirement or leave of absence (FMLA, Military, workers compensation, unpaid leave etc)

Informs the Court and coordinates with the departments and the employees any payments from or repayments of money owed to the County due to issues with COBRA, leaves of absence, military leave, and/or other

Works with auditors to ensure all payroll accounts and payments are balanced and reconciled with the General Ledger at all times, this includes posting results to the General Ledger through SAGE, as well as working on manual adjustments that must be made to transfer salary costs between departments; it also includes reviewing and making retro adjustments for the purpose of salary correction

Supervises, prepares, balances, audits and distributes the payroll; includes working with departments to find appropriate alternate methods of approval and authorization when routine methods and processes are unable to handle the situation

Prepares, balances and disburses net transfers and payments

Prepares, pays and balances all quarterly and yearly tax reporting for the County payroll

Works with HR and other departments to enter and audit large amounts of data into the SAGE integrated system

Interfaces with outside vendors and governmental agencies about payments, orders and reporting

Maintains special inventories (check stock/W-2s) and equipment (check printer) related directly to the production of payroll

Supervises Payroll Personnel to ensure that all work is done timely and correctly

Works with the Auditors Office and other departments to furnish payroll-related information and projects as needed by the County; this work may be delegated to others on the payroll staff but is still supervised

Works with the Auditor's Office to audit and review different aspects of the payroll functionality and data integrity; this also includes but is not limited to the review and analysis of retro calculations within the integrated system

Handles complex problem resolution of employees

Handles all Payroll claims within the County; identifies the claim and works with the employee to resolve any differences; this position also has the ability to make decisions on payment plans and arrangements for the paybacks; this process also includes sending reports to Commissioners Court via Claims Register each pay day

Performs all other related duties involved in the operation of the department as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's Degree required or higher degree

Accounting major

Minimum of five (5) years of experience working with a multi-million dollar payroll which includes three (3) years of working with an integrated payroll system (sage preferred) and two (2) years of managerial and supervisory experience

CPA, CPP

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Wage & Hour, FLSA, IRS, SSA and other state and federal labor regulations and laws as they apply to payroll functions

Knowledge of ERISA, COBRA and other state and federal regulations as they apply to benefits preferred

Must have ability to use a computer (both PC and large integrated systems)

Must have the ability to communicate with others (both written and verbal)

Must be able to demonstrate good customer service skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, PROCUREMENT MANAGEMENT**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I, PROPERTY TAX SECTION**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) managerial work overseeing the daily operations and activities of a County department's program(s). Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Performs a variety of cashing procedures for which guidelines exist, but where judgment frequently is required in non-routine situations and/or specialized subject knowledge.

EXAMPLES OF WORK PERFORMED

Supervises tax office computer operations and personnel

Interviews applicants for employment, evaluating, training, and supervising employees

Maintains personnel records, time cards and processes time sheets; Submits any injury or illness reports to Risk Management when accidents or illnesses occur

Travels to and attends training courses, seminars, and other meetings when required

Must comply with all Board of Tax Professional Examiners requirements

Coordinates computer workload with other supervisors in order to insure that all deadlines and required computer generated reports are accurate and completed timely

Evaluates specifications for computer equipment and supplies purchased throughout the year

Responsible for keeping track of supplies and ordering supplies when needed

Maintains budget reports and payroll reports

Assists with the effective rate calculations, publications, and filings of county and state required reports

Keeps track of title companies remote users access fees

Reviews and answers correspondence, composes letters and office forms

Oversees that state, county, and other entity reports are being prepared and transmitted timely

Supervises personnel in accordance with Civil Service Manual

Oversees that all returned checks are being processed

Must keep up with all Legislative changes and rules and keep Personnel informed

Visits sub-stations on a regular basis

Deals with the public and helping employees solve problems with taxpayers in person or by telephone, conveys messages, and makes telephone calls

Works closely with internal and external auditors, school and city personnel and delinquent tax attorneys

Must have good judgment, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job

Must be able to perform consistently and effectively under extreme pressure

Must observe on rules and safety procedures

Ensures that office is open and operational during all working hours

May perform other duties in the Assessing, Collection and Motor Vehicle department for cross training

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Four (4) years of experience in office administration or related field with minimum one (1) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field.

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years.

Must provide letter of recommendation from previous employer and copies of diplomas and certificates of achievements

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees of departments

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals

Ability to compute rates, ratios, and percentages to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER I**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, ACCOUNTS PAYABLE**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs the accounts payable supervisor function. Responsible for supervising the accounts payable function, including such activities as the timely payment of all vendor invoices and expense vouchers, and the maintenance of accurate records and reports; Assists all departments, vendors, department heads, and the general public. Supervisory activities include selection, training, evaluation, counseling, and recommendation for dismissal.

EXAMPLES OF WORK PERFORMED

Monitors daily workload to ensure that invoices are processed and deadlines are met while adhering to County policies and procedures

Generates weekly checks for A/P, bi-weekly checks for Payroll 3rd party remittances, manual checks and replacement checks as needed

Coordinates, recommends, and implements processes and internal controls

Addresses vendor payment issues as needed. These can arise internally or externally

Coordinates activities with other departments to expedite payments

Evaluates staff performance and provides training as needed

Ensures that invoices and expenses are processed accurately and timely

Reconciles clearing accounts

Coordinates with other departmental divisions to ensure timely payment of invoices and expenses

Resolves discrepancies within the County and external customers

Performs all other related duties assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years experience in accounts payables, accounting, or related with at least two (2) years in a lead or supervisory capacity

Graduation from a four (4) year college or university with course work in Business Administration or related field

Two (2) years of experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, and abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel, and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of payroll principles and the exercise of good judgment

Able to use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

General accounting knowledge and accounts payable processes

Knowledge of County processing policies and procedures

Understand record keeping techniques

Able to utilize all office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, BUILDING MAINTENANCE**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced and complex (senior level) building maintenance planning and scheduling tasks. Oversees the Building Maintenance Division of the Facilities Management Department. Will be responsible for overall cleanliness, and the neat appearance of all County buildings, including the County Courthouse. Work involves supervising custodial staff, scheduling, assigning and inspecting work and tasks performed by custodial units, and requisitioning required supplies and equipment. The manager works under limited supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Manages and directs the Building Maintenance Division staff in the performance of their duties

Manages the performance of general custodial functions such as sweeping, mopping, and dusting; the cleaning of office furniture, walls, windows, and floors; and emptying trash

Plans, schedules, and implements periodic major maintenance of all county building flooring

Coordinates the inspection of buildings for cleanliness, completed work, and needed repairs

Coordinates the requisition and distribution of supplies and equipment, and maintains records of supplies needed and used

Manages staff regarding job, workload, and job priorities

Coordinates work assignments with other departments to ensure efficient and effective use of all resources

Reviews and maintains reports of work activities

Prepares reports on functions of Building Maintenance Division

Maintains records related to inspections, maintenance, personnel records, and budget

Prepares budgets for staff, equipment, and supplies

Plans, assigns, and/or supervises the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of increasingly responsible experience in the management of building facilities management

Two (2) years of experience in managing staff with responsibility for division budget planning and administration

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of cleaning techniques and procedures, of inventory control principles and methods, and of safety and infection-control regulations and procedures

Skill in the use of custodial materials and chemicals and in the operation and maintenance of custodial equipment

Ability to inspect work areas and to plan, organize, and coordinate work projects

Ability to prepare operating budgets and plan, assign, and supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, CONTRACTS MANAGEMENT**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) contract management work. Work involves developing and evaluating a broad range of contracts; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops contracts by identifying provider resources, describing services to be rendered, and negotiating contract specifications

Monitors contract performance by examining billings, fiscal data, and eligibility determinations for compliance with terms of contract and policies

Administers the billing process and eligibility monitoring functions for contract billing

Evaluates expenditure data and makes projections to ensure appropriate use of funds

Reviews fiscal expenditure reports for completeness, appropriateness, and accuracy

Serves as a liaison with contract providers to ensure participation is consistent with program, legal, and fiscal requirements

Assists with negotiating contract renewals and amendments

May recommend the cancellation of contracts

May prepare specifications for requests for bids

May recruit provider and donor resources

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in contract development or evaluation work

Graduation from an accredited four (4) year college or university with major course work in business administration or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of contracting regulations and policies as well as community resources and Structures

Ability to interpret policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with contract requirements; to negotiate features of a contract; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, FINANCE (UCP)**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Direct and supervise the flow of work of the financial accounting staff. Interpret financial data, answer questions as needed and maintain the accuracy of financial records and reports. Manage financial accounting staff to provide excellent-level governmental accounting services.

EXAMPLES OF WORK PERFORMED

Supervise Finance Division

Conduct final weekly review of Accounts Payable

Conduct final weekly approval of IDIS, DRGR and State Stimulus Drawdowns

Prepare CDBG, HOME, ESG, HPRP, NSP and State Expenditure reports

Prepare monthly expenditure ratio reports

Prepare Monthly and Year End Financial statements

Prepare budget forecast reports

Prepare Quarterly Federal Cash Transaction Reports for programs

Prepare administrative budgets

Prepare Financial Report for CAPERs (Annual Performance Report)

Provide yearend audit information

Prepare cash on hand reports

Approve Bank Reconciliations

Ensure accuracy of financial records and reports; Review for proper classification and resolve discrepancies

Assist division heads and their staff with the interpretation of financial data and solve problems encountered with financial records

Develop and maintain general ledger and budgetary accounting system

EXPERIENCE AND EDUCATION

Three (3) to five (5) year experience in Accounting or Auditing including three (3) years in a supervisory position directing accounting activities

Two (2) years of which were in a government environment

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Accounting or related field required

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the department's fiscal programs, of governmental accounting or budget control methods, policies, and procedures; and laws and regulations pertaining to financial operation

Ability to interpret and apply accounting theory, to plan and coordinate financial programs, to plan procedures and coordinate accounting operations, to interpret laws and regulations, and to assign and/or supervise the work of others

Knowledge in General Accepted Accounting Principles (GAAP)

Proficient knowledge of management principles and practices applicable to government functions, programs and processes

Effective oral and written communication skills in a local government setting

Strong analytical and conceptual skills

Ability to resolve issues and overcome obstacles needed to achieve objectives

Ability to maintain a professional presence and demonstrate sound judgment in answering questions and releasing information to insure relevant, reliable and accurate information is provided in a timely basis

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, FINANCIAL ACCOUNTING**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, GRANTS ACCOUNTING**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, HOUSING (UCP)**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the director of the Urban County Program Director, this position directs and administers the Owner-Occupied, Homebuyer, CHDO, NSP, NSP3, and Disaster Recovery Programs offered through Hidalgo County's Urban County Program Department. Responsible for interpreting federal regulations and state policies as they relate to the programs. Develops and monitors the divisions overall compliance review strategy and processes to ensure that all policies, laws and other requirements of the applicable legal, regulatory, Federal and State entities, agencies are met. Plans, assigns, and supervises the work of others. Works under limited supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Direct and supervise the housing development rehabilitation staff

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Acts as a liaison with participants, lenders, and developers to obtain the most favorable lending requirements for home buyers and program participants

Maintains contact with counseling agencies and monitors the participants progress; develops counseling programs that will create long-term home ownership for program participants

Coordinate with various cities, agencies, nonprofit organizations and governmental entities to enhance home ownership opportunities for participants

Promotes the programs by developing and implementing and appropriate outreach approach

Responsible for ensuring the department complies with all applicable rules, regulations and requirements

Trains staff on new tasks and/or conducts cross-training

Develops and implements techniques for evaluating program activities

Develops and evaluates budget requests

Develops and implements policies, procedures and standards for compliance

Plans, implements, coordinates, monitors, and evaluates policies and procedures

Evaluates the program's effectiveness and efficiency to meet the organization's business goals

Research program changes and prepares reports, trainings and presentations

Provides technical guidance in the program area

Oversees the preparation of management and productivity reports and studies

Oversees special investigations, research studies, and internal audits

Represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees

Compile and prepare data and draft reports regarding the contract compliance program as needed or requested

Plans, assigns, and supervises the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five (5) years of experience in regulatory compliance, compliance audit, or the management of a HUD program relevant to the assignment

Graduation from an accredited college or university with a Bachelor's degree in a Political Science, Business Administration, or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certified as a HUD Specialist and/or Underwriter required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Proficient knowledge of federal programs, regulations including Code of Federal Regulations, Federal Register, counseling programs and loan packaging for homebuyers and homebuyer assistance programs

Knowledge of accounting and budgeting principals and data processing including HUD IDIS reporting

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to write technical material clearly, concisely, and familiar with building and housing codes as appropriate

Must be able to interpret blue prints, plans, and specifications

Ability to work well with others

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, PUBLIC AFFAIRS**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the County Judge, this position oversees the Public Affairs Division of the County Judge's Office and assigned staff. Work involves managing all the intergovernmental, external, media and public relations activities for Hidalgo County Commissioners' court and on a county-wide basis. Develops and implements outreach activities designed to provide County employees, citizens and area media with current information regarding all aspects of County operations. Works directly with Commissioners' Court and County departments in the areas of public information, media relations, outreach & promotion, and other internal and external communications services. This position also provides general support, guidance, and technical assistance to the County Executive Office and County departments.

EXAMPLES OF WORK PERFORMED

Responsible for research, writing, content development for correspondence, press releases, talking points, presentations, issues briefs, and other print and online publications

Oversees and implements the development of projects, programs, events and services to promote County awareness in the community

Researches, processes and prepares timely responses to information requests and inquiries from media and the public

Acts as a liaison between the County and citizens/media during Commissioners Court and other public meetings

Oversees and implements special events, press conferences, and other County activities

Schedules media interviews with key departmental staff & elected officials; acts as County spokesperson

Prepares and disseminates news releases, newsletters, information articles, legislative testimony, speeches and other materials; Distribution of information includes the use of the Internet

Interacts with public & community organizations to develop and implement key partnerships to promote County programs and services and the County presence

Interacts with the Commissioners Court, Elected Officials, County departments, media, community and civic organizations, government and public organizations, private and business organizations and the general public

Facilities internal communications and organizational effectiveness within and among County departments and offices

Devises ways to better utilize resources, improvement of management accountability, and efficient means to reach program objectives

Maintains trend data and prepares, updates, and publishes reports and manuals

Develops and delivers presentations in public forums regarding a wide array of County programs, services, and activities

Supervises and directs assigned staff

Performs all other related duties involved as assigned or required

Work in a fast-paced, demanding environment

In emergency or crisis situations, must be available to work on call and/or around the clock

EXPERIENCE AND EDUCATION

Bachelor's degree in Public Relations, Journalism, Public Administration or related field

Master's degree preferred

Minimum of five (5) years of experience in public service or equivalent combination

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and best practices of public relations and mass communication

Extensive knowledge and understanding of local government

Extensive knowledge of marketing techniques and practices, including public opinion research techniques, methods, and tools

Extensive knowledge of the Texas Public Information Act

Graphic design & desktop publishing experience

Experienced in basic journalistic photography & photo editing

Excellent written and verbal communication skills required

Bilingual (Spanish & English) with the ability to converse fluently in both languages

Ability to research and produce written material and content in a timely manner

Ability to enunciate and articulate well enough to speak to groups of people

Ability to keep abreast of emerging issues, media trends, best practices

High standards of excellence, tact, discretion, honesty, integrity and professionalism in interpersonal and community relations

Ability to use independent judgment and maintain confidentiality

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, SAFETY**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Chief Safety Officer is responsible for managing the County's Safety and Accident Prevention Program. The Chief Safety Officer is responsible for supervising the planning, organizing, developing, implementing and evaluating the County's Safety and Accident Prevention Program.

EXAMPLES OF WORK PERFORMED

Supervises, trains, and evaluates all staff assigned to the Safety Division

Responsible for accident investigation, safety training, safety audits, safety inspections, safety analysis, and job hazard analysis

Coordinates and facilitates the implementation of a County Safe Committee to identify, evaluate and implement innovative approaches for the County Wide Safety and Accident Prevention Program

Coordinates with County Commissioners to implement uniform and effective safety and accident prevention procedures at the Precinct Level

Coordinates with elected officials, appointed officials, and department heads to implement and maintain safety and accident prevention procedures in all County Departments

Prepares reports, studies; and/or correspondence to federal, state, and/or local agencies as required to comply with regulations and/or state and federal laws

Participates in the investigation of accidents and injuries, cooperates with insurance investigations, submits accident reports, and complies in all matters as required by federal and state regulatory agencies

Develops and presents training programs on policies and procedures, and regulations for all levels of County personnel to increase proficiency in safety practices and to raise safety awareness

Inspects and/or conducts safety audits on county facilities to detect existing or potential accident and health hazards and recommends corrective and preventive measures. Follows up to insure corrective actions as implemented and maintained

Prepares and monitors division operating budget to insure compliance with County budget guidelines

Directly supervises employees in the Safety Division, and manages operation of the division in accordance with county policies, county procedures, and applicable laws. Responsibilities include, interviewing job applicants, hiring, training, assigning and directing work, evaluating employee performance, disciplining employees when required, and recognizing excellent employee performance when it is achieved. The division director is also responsible for addressing complaints, employee morale, and for resolving problems and issues in a timely basis

EXPERIENCE AND EDUCATION

Bachelor's Degree (BA) from an accredited four (4) year college or university with a major in Public Administration, Business Administration, or a related field

A minimum of eight (8) years of increasingly responsible administrative and management experience is required

Experience with a federal, state or local government agency

Four (4) years actual work experience may be substituted for the required education

CERTIFICATES, LICENSES, AND REGISTRATIONS

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Must have liability insurance

KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate concisely and effectively both orally and in writing and to make effective public presentations to elected officials and community groups

Ability to perform a full range of supervisory and management tasks, including work planning and assignment, training, budgeting, employee evaluation and special projects planning

Provides management and leadership for the Risk Management and Self Insured Workers' compensation departments

Ability to utilize a personal computer to perform tasks associated with word processing, spreadsheet and database functions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, BUDGET MANAGEMENT**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Budget Officer, Department of Budget and Management, this position supervises the development, implementation and maintenance functions of the county's operating budget, including assigned staff. Work involves planning and coordinating the six-month budget development cycle beginning with departmental requests and ending with budget and tax rate adoption action in September. This position supervises the monitoring and operations of the adopted budget including appropriations, transfers, and other changes submitted through the Commissioner's Court Agenda Process. Work involves coordinating complex budgetary and management issues with county departments and county officials. Maintains and updates the county's adopted salary schedule.

EXAMPLES OF WORK PERFORMED

- Prepares county budget and other management planning forms and instructions
- Develops proposed budget policies or procedures
- Supervises the preparation of the county's annual operating budget
- Provides training or assistance to county departments on budgetary policies and procedures
- Examines and monitors departmental budgets and recommends adjustments as appropriate
- Examines and monitors grant budgets to insure compliance with grant requirements
- Coordinates budget adjustments, procedures and /or reporting with other units or departments
- Supervises the development and implementation of systems to maintain the county's salary schedule
- Supervises the development of statistical formulas or models to use in budget forecasting and planning

EXPERIENCE AND EDUCATION

Four (4) years of full-time experience in accounting, auditing, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution, budgetary and

financial relationships with workloads of organizational element, organizational structure, and work processes of an organization.

Graduation from an accredited college or university in Business Administration or related

Master's Degree in Business

Two (2) years of the required work experience may be substituted for each year of the required education with a maximum substitution of three (3) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental accounting and budgetary procedures

Knowledge of the principles of organization and management

Knowledge of the capabilities and products of electronic data processing

Ability to analyze fiscal management information and determine need for and best use of funds

Ability to develop and implement budgetary policies and procedures

Ability to analyze budgetary problems and develop and present alternative solutions

Ability to plan work of staff compiling fiscal data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, EMPLOYEE BENEFITS**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Budget Officer, Department of Budget and Management, this position directs and manages all aspects of the County's Worker's Compensation – Self Insured Program and the County's Health Insurance – Self Insured Program. The Director manages all contracts with Third Party Administrators and other insurance providers. The Director also administers FMLA, COBRA, Unemployment Compensation, and the County's Absence Control Policies and Procedures. The Director is responsible for developing and maintaining an Employee Benefits Handbook.

EXAMPLES OF WORK PERFORMED

Coordinates the development and completion of required actuarial reports for the self insured programs

Manages the efficient annual and ongoing enrollment of employees to the various insurance programs

Manages the accurate reconciliation of insurance enrollment between the insurance administrators/providers and county payroll and other records

Insures that all insurance billings and premium collections are completed in a timely and accurate manner

Maintains a proactive workers' compensation program to insure accurate and appropriate claims administration and to prevent fraud, waste and abuse of the program

Administer the County's Absence Control Policy, the Family Medical Leave Act, and COBRA requirements

Administer the processing of unemployment claims in a manner that will minimize County liability

Comply with HIPPA and Open Records Rules as appropriate

Insure that assigned staff is properly trained and that appropriate performance plans are developed and maintained

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Four years (4) of full-time experience in the administration of health and workers' compensation insurance administration, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of health insurance policies and procedures, worker compensation requirements, actuarial analysis, and related state and federal requirements

Graduation from an accredited college or university in Business Administration, Public Administration or related is required

Two (2) years of the required work experience may be substituted for each year of the required education with a maximum substitution of three (3) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Health and Workers' Compensation insurance administration

Knowledge of the principles of organization and management

Knowledge of state and federal requirements related to COBRA, FMLA and Unemployment Compensation

Ability to analyze insurance management information

Ability to develop and implement insurance and related policies and procedures

Ability to analyze problems and develop and present alternative solutions

Ability to plan work of staff compiling insurance and other program data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, FACILITIES MANAGEMENT**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, HUMAN SERVICES**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, STRATEGIC PLANNING**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Budget Officer, Department of Budget and Management, this position manages the strategic and long-range planning functions and assigned staff. Work involves the planning and management of the county's Capital Improvement Plan, analysis and long - range planning relating to revenues, worker's compensation, health insurance, debt service and statistical planning data. This position coordinates budgetary and management issues on state and federal grants, including TX-Dot projects and other projects. This position also provides technical advice or assistance to county departments on CIP and grant matters. Usually has responsibility for monitoring certain county programs or funds, and supervises assigned analytical and clerical staff.

EXAMPLES OF WORK PERFORMED

- Prepares county planning forms and instructions
 - Develops planning policies or procedures
 - Supervises the preparation of special reports related to planning and management data
 - Provides advice or assistance to county department staff on planning and management
 - Examines and monitors capital improvement budgets to insure compliance with the County's CIP
 - Examines and monitors grant budgets to insure compliance with grant requirements
 - Coordinates the planning procedures, preparation, or reporting with other units or departments
 - Supervises the development and implementation of systems to coordinate TX-Dot Projects
 - Advises departments about actions that may be required to comply with grant or CIP requirements
 - Supervises the development statistical formulas or models to use in forecasting and planning
 - Supervises and directs assigned staff
 - Performs related work as assigned
-

EXPERIENCE AND EDUCATION

Four (4) years of full-time experience in accounting, auditing, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution, budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization

Graduation from an accredited college or university in Business Administration or related

Master's Degree in Business

Two (2) years of the required work experience may be substituted for each year of the required education with a maximum substitution of three (3) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental accounting and budgetary procedures

Knowledge of the principles of organization and management

Knowledge of the capabilities and products of electronic data processing

Ability to analyze fiscal management information and determine need for and best use of funds

Ability to develop and implement budgetary policies and procedures

Ability to analyze budgetary problems and develop and present alternative solutions

Ability to plan work of staff compiling fiscal data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS SPECIALIST I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs specialized duties involved in processing and maintaining voter registration and election information. Assist the Elections Coordinator with election-related duties; perform assigned clerical work such as document processing and/or record keeping.

EXAMPLES OF WORK PERFORMED

Formulates the number of election judges statutorily required and assists in the certification process

Sets up election judge schools and helps train judges; assists in the preparation of the Election Judge Manual; assists in the placement of the election judges throughout Hidalgo County; generates pay sheets for the election judges and maintains their mileage records

Prepares specific computer programs and operations for each election which includes: Ballot Assignment Chart, Ballot Distribution Chart, Specimen Ballot Program, Election Judge Program, Polling Place Program, Absentee Voting Program, Student Absentee Voting Program and Incapacitated Program

Prepares monthly report of the Voter Confirmation Program; responsible for resolving all outstanding responses; compiles reports for the NVRA requirements; reviews and makes adjustments on the error report from the State Board of Elections

Designs and produces camera-ready forms and certificates for the election process, which include: Applications to Vote, Voter Registration forms, Absentee Waiver forms, Certificate of Election/Nomination forms, Election Judge Oaths, etc.

Prepares the office for in-person absentee voting and co-ordinates the mail-in absentee voting

Responsible for keeping maps accurate and updated for each elected district, adjusting as needed for annexations; also reflecting those changes on the computer voter program; communication is received from officials in various tax districts and shared with the County Director

Inventories and helps in ordering office supplies and election supplies
Responsible for the file maintenance and retention of all election and voter registration documents

Performs complex and varied clerical duties such as classifying, consolidating, summarizing, sorting, filing, and distributing documents and information

Creates and maintains database of temporary personnel records

Processes weekly payroll documentation for distribution to outside vendor for payment

Coordinates with Information Technology (IT) to provide polling place information for the web page

Utilizes computer, calculator, and other standard office equipment to record, store, and retrieve information

Compiles complex and varied reports and correspondence, drawing from a variety of sources within and outside the department

Routinely answers customer questions via telephone and/or in person. Assists with resolving complex and problematic issues and questions

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years of office/clerical experience

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational training related to the job

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees of the organization

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS SPECIALIST II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs specialized duties involved in processing and maintaining voter registration and election information. Assist the Elections Coordinator with election-related duties; perform assigned clerical work such as document processing and/or record keeping.

EXAMPLES OF WORK PERFORMED

Formulates the number of election judges statutorily required and assists in the certification process

Sets up election judge schools and helps train judges; assists in the preparation of the Election Judge Manual; assists in the placement of the election judges throughout Hidalgo County; generates pay sheets for the election judges and maintains their mileage records

Prepares specific computer programs and operations for each election which includes: Ballot Assignment Chart, Ballot Distribution Chart, Specimen Ballot Program, Election Judge Program, Polling Place Program, Absentee Voting Program, Student Absentee Voting Program and Incapacitated Program

Prepares monthly report of the Voter Confirmation Program; responsible for resolving all outstanding responses; compiles reports for the NVRA requirements; reviews and makes adjustments on the error report from the State Board of Elections

Designs and produces camera-ready forms and certificates for the election process, which include: Applications to Vote, Voter Registration forms, Absentee Waiver forms, Certificate of Election/Nomination forms, Election Judge Oaths, etc.

Prepares the office for in-person absentee voting and co-ordinates the mail-in absentee voting

Responsible for keeping maps accurate and updated for each elected district, adjusting as needed for annexations; also reflecting those changes on the computer voter program; communication is received from officials in various tax districts and shared with the County Director

Inventories and helps in ordering office supplies and election supplies
Responsible for the file maintenance and retention of all election and voter registration documents

Performs complex and varied clerical duties such as classifying, consolidating, summarizing, sorting, filing, and distributing documents and information

Creates and maintains database of temporary personnel records

Processes weekly payroll documentation for distribution to outside vendor for payment

Coordinates with Information Technology (IT) to provide polling place information for the web page

Utilizes computer, calculator, and other standard office equipment to record, store, and retrieve information

Compiles complex and varied reports and correspondence, drawing from a variety of sources within and outside the department

Routinely answers customer questions via telephone and/or in person. Assists with resolving complex and problematic issues and questions

Performs related work as assigned

EXPERIENCE AND EDUCATION

Four (4) years of office/clerical experience

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational training related to the job

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of the County community and its organizational structure; knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees of the organization

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS SPECIALIST III**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS SYSTEMS SUPPORT MANAGER**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs complex and supervisory elections systems programming and data processing work. Work involves planning, coordinating, and scheduling computer operations and developing new procedures and programs. Employee will supervise the work of others. Work with department head to maintain, modify, improve, and support elections systems computer applications; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees staff in planning and scheduling work and coordinating production

Ensures compliance with safety and operating procedures

Ensures the protection of the elections data maintained in the operations section

Coordinates site planning and preparation regarding changes to the elections systems or elections data communications configurations, and ensures that requirements are met

Contacts vendors concerning equipment and maintenance matters

Develops and establishes control and backup procedures for operations, and monitors for compliance

Advises and consults on proposed computer applications, including data transmission and the use of data communications equipment

Reviews reports of problems and evaluates the timeliness with which they are resolved, taking corrective action where appropriate

Supervises the work of others

Work with departments to determine user needs, analyze requirements, and design systems to meet needs

Define resource, database, and programming requirements based on needs

Plan layout and installation of new systems or modification to existing systems

Provide advice and consultation to department head on the implementation of system applications

Assist in the preparation of cost estimates of computer system changes

Establish security systems for elections system, including data integrity, and database management

Document procedures for implementing and using computer applications and programs

Communicate with users to promote smooth implementation of any new or modified programs

Train users in new software computer applications

Write new and modifies existing programs

Assist personal computer users with elections file system arrangements and setups

Assist users with hardware problems such as resetting printers and correcting operating system errors.

Install upgrades and patches on personal computer operating systems

Test and debugs programs

Perform or oversee regular maintenance operations in order to minimize down time of computer systems

Analyze system requirements in order to recommend reorganization of program alignment within department

Write/Review bid specifications for computer hardware and software

Read professional publications and attend meetings in order to stay abreast of new developments in the field

Prepare and maintain departmental budget

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in data operation, programming systems, or related field

Supervisory experience

Graduation from an accredited four (4) year college or university with Bachelors in Computer Science, Information Systems, or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer programs and procedures, of the use and operation of data processing computer systems, of principles of electronics and electronic data processing, of electrical and electronic safety procedures, and of data communication networks

Skill in the use and operation of data processing computer systems and in effective technical communications

Ability to devise work methods and procedures, to analyze and solve work problems, and to supervise the work of others

Knowledge of the principles of Information Technology and Telecommunication Technology

Knowledge of the principles of budgeting and budget management

Knowledge of the principles of management and supervision

Knowledge of computer hardware and software availability and capability

Knowledge of modern systems analysis principles and techniques

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTIONS TECHNICIAN**
Grade: 04

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTRICIAN I**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) work in the maintenance and repair of electrical equipment and circuits; Work involves installing, replacing, and maintaining electrical systems, apparatus, components of machinery, and equipment; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Installs and repairs electrical systems, apparatus, and electrical components of machinery and equipment

Inspects and tests electrical equipment, lighting, and power circuits

Isolates defects in wiring, circuit breakers, fuses, switches, sockets, and other elements and replaces faulty switches, circuit breakers, fuses, sockets, and other elements of electrical systems

Interprets blueprints sketches and schematic drawing of electrical circuits

Identifies all electrical terms and symbols

Calculates electrical loads, wire sizes, and lengths, conduit size, circuit breaker and power panel requirements necessary to upgrade electrical systems to meet electrical load and local/state code requirements in both newer/older buildings and equipment systems

Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications

Repairs electrical circuits

Repairs magnetic starters and remote start-stop stations; operates and maintains high- and low-voltage switches; and installs rigid, thin wall, and flexible conduit

Wires circuits and cleans and tightens low voltage switch gears

Assists in the maintenance and renovation of electrical service

Performs related work as assigned

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience in electrical work to include major industrial/commercial experience in manufacturing environment or preventative maintenance/repairs in a building facilities environment

Graduation from a high school or equivalent (GED)

Vocational or special training in an electrical trade

CERTIFICATES, LICENSES AND REGISTRATION

Required as evidenced by a valid Journeyman's Electricians License and maintain such licensing requirements throughout employment.

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general principles and theory of electricity and of safety regulations

Skill in the use of tools

Ability to maintain proper ventilation and heating level, to make maintenance or electrical repairs, to diagnose malfunctioning units and maintain records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTRICIAN II**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) work in the maintenance and repair of electrical equipment and circuits. Work involves installing, replacing, and maintaining electrical systems, apparatus, components of machinery, and equipment. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Installs and repairs electrical systems, apparatus, circuits, and electrical components of machinery and equipment

Inspects, tests, and troubleshoots electrical equipment, lighting, and power circuits

Isolates defects in wiring, circuit breakers, fuses, switches, sockets, and other elements and replaces faulty circuit breakers, fuses, switches, sockets, and other elements of electrical systems

Mounts motors, transformers, and lighting fixtures into position and completes circuits

Repairs magnetic starters and remote start-stop stations; operates and maintains high- and low-voltage switches; and installs rigid, thin wall, and flexible conduit

Wires circuits and cleans and tightens low voltage switch gears

Plans the layout of electrical wiring to ensure compliance with specifications and electrical codes

Assists in the maintenance and renovation of electrical service

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five (5) years of experience in the operation, maintenance, and repair of electrical equipment required

Experience in major industrial/commercial manufacturing environment; or preventative maintenance/repairs in a building facilities environment

Graduation from a high school or equivalent (GED)

Vocational or special training in an electrical trade

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Valid Journeyman's Electricians License

May require appropriate hours of on-the-job training and pass an examination issued by the Department of Licensing and Regulation

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general principles, theory of electricity, and safety regulations required

Skill in the use of tools

Ability to make maintenance or electrical repairs, to diagnose malfunctioning units, maintains records, communicate effectively, and 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELECTRICIAN III**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced and highly complex senior level electrical repair and maintenance of electrical equipment and circuits. Work involves diagnosing installing, replacing, and maintaining electrical systems, apparatus, components of machinery, and equipment. May train others. Works under minimum supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Installs and repairs electrical systems, apparatus, and electrical components of machinery and equipment

Inspects, tests, troubleshoots and diagnoses electrical equipment, lighting, and power circuits

Isolates defects in wiring, circuit breakers, fuses, switches, sockets, and other elements and replaces faulty circuit breakers, fuses, switches, sockets, and other elements of electrical systems

Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications

Repairs magnetic starters and remote start-stop stations; operates and maintains high- and low-voltage switches; and installs rigid, thin wall, and flexible conduit

Wires circuits and cleans and tightens low voltage switch gears

Plans the layout of electrical wiring to ensure compliance with specifications and electrical codes

Interprets blueprints sketches and schematic drawing of electrical circuits

Identifies all electrical terms and symbols

Calculates electrical loads, wire sizes, and lengths, conduit size, circuit breaker and power panel requirements necessary to upgrade electrical systems to meet electrical load and local/state code requirements in both newer/older buildings and equipment systems

Assists in the maintenance and renovation of electrical service

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of seven (7) years of experience in the operation, maintenance, and repair of electrical equipment required

Experience in major industrial/commercial experience in manufacturing environment or preventative maintenance/repairs in a building facilities environment

Graduation from a standard senior high school or equivalent (GED), supplemented by vocational or special training in an electrical trade

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

Valid Journeyman's Electricians License and maintain such licensing requirements throughout employment

May require appropriate hours of on-the-job training and pass an examination issued by the Department of Licensing and Regulation

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general principles, theory of electricity, and safety regulations required

Skill in the use of tools

Ability to make maintenance or electrical repairs, to diagnose malfunctioning units, maintains records, communicate effectively, and train others

Decides on equipment and supplies needed

Makes corrections on blueprints and schematics to accommodate for job location

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ELIGIBILITY SPECIALIST**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Determine eligibility for Hidalgo County residents for County Indigent Health Care Program as well as other direct assistance programs, which include funeral assistance, medical transportation, lodging and meals. Assist County residents in identifying and obtaining various financial and health care resources; provide community resource information and make appropriate referrals.

EXAMPLES OF WORK PERFORMED

Receive, review and process applications and determine eligibility utilizing established state and county program policies and procedures within established time frames

Identify and respond to community needs and concerns and make adequate referrals to appropriate agencies and assist in the development of resources to meet anticipated demands

Prepare various reports and correspondence

Be available to answer questions and provide information to the general public and assist in identifying resources

Attend and participate in staff meetings and workshops

Stay abreast of policies and procedural changes in the Indigent Program and other related health care programs

Properly prepare and complete necessary program forms and documents

Maintain and update participant computer and hard copy case files

Assist in clerical work as needed

Studies and analyzes operations and problems, and prepares reports of findings and recommendations

Recommends activities to produce a more effective program

Prepares justifications for procedural or policy changes

Provides technical assistance on program services

Works with program staff in determining trends and resolving technical problems

Ability to work well with others

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Four (4) years experience with Indigent Health Care, Medicaid Program, or related social programs

Graduation from a high school or equivalent (GED)

Associate degree or vocational training

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, and federal laws related to the program area

Knowledge of public administration and management techniques; of statistical analysis processes; and of program planning and implementation

Ability to gather, assemble, correlate, and analyze facts

Ability to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMERGENCY MANAGEMENT COORDINATOR**
Grade: 17

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMERGENCY MANAGEMENT SPECIALIST I**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMERGENCY MANAGEMENT SPECIALIST II**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMPLOYEE BENEFITS SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Administrator, Employee Benefits Division, this position assists in the planning, coordination, and administration of a comprehensive self-insured health benefits program for County employees, their dependents, and retirees. In addition, the specialist assists in the administration of related voluntary insurance products. The specialist also provides assistance to the employees of Hidalgo County and affiliated insurance pool agencies with information pertaining to medical benefits, supplemental insurance and COBRA election. The specialist also assists in the coordination of the benefit renewal process, in working with insurance agents, third party administrators and vendors, and facilitates the open enrollment process. The specialist reconciles premium deductions and policies as required.

EXAMPLES OF WORK PERFORMED

Coordinate and administer components and activities of the Hidalgo County Health Benefits Program by implementing approved policies and procedures to achieve goals and objectives and ensure compliance with county and legal requirements

Coordinate with insurance agents, consultants, and third party administrators to provide optimum service within the limits imposed by program structure

Serve as primary resource for information regarding benefit plans, policies, and procedures; interpret benefit plan documents and program guidelines, regulations and policies; and provide information where judgment, knowledge, and interpretations are called for

Monitor program activities by compiling data preparing reports, reviewing and reconciling monthly claims summaries, cost reports, billing summaries and insurance benefit usage reports

Provide training and education to County employees, insuring their familiarity with terms and conditions of benefit programs through the development and presentation of employee orientations, benefit fairs, newsletters, meetings, seminars, and informational packets

EXPERIENCE AND EDUCATION

A bachelor's degree from an accredited college or university in Business Administration,

Marketing, Economics, or related field, plus two (2) years experience in employee benefits programs with responsibility for analyzing plans, recommending contract terms, and implementation of policies and procedures, or

An Associate's degree or 60 college hours and four years of experience in health insurance, workers' compensation insurance, and/or self-insured employee benefits programs related to governmental agencies. Additional experience may be substituted for the required education.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of department policies and procedures

Knowledge of employee benefits programs and insurances offered by Hidalgo County

Knowledge of federal, state, and local regulations, rules, and laws applicable to County benefit programs

Knowledge of health insurance industry rating practices and coverage plans, including indemnity plans, health maintenance organizations, preferred provider organizations and self-funded plans

Ability to plan, coordinate and administer the County health benefits program and coordinate activities as needed

Ability to evaluate insurance programs and their components to determine the impact on the County benefit package

Ability to interpret health benefit program rules, regulations, policies, and procedures

Skill in selecting, supervising and evaluating the work of assigned staff

Solid knowledge of insurance laws

Ability to write routine reports and correspondence

Ability to speak effectively and make presentations to small and large groups'

Maintain and update insurance caseload and databases

Respond in a timely manner to questions, concerns, or requests from employees regarding insurance enrollments or deletions; Work independently in the absence of supervision

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EMPLOYEE BENEFITS SPECIALIST II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs a variety of routine, moderately complex administrative, technical and professional duties. Assists in the planning, coordination, and administration of a comprehensive self-insured health benefits program for County employees, their dependents, and retirees. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinate and administer components and activities of the Hidalgo County Health Benefits Program

Implement approved policies and procedures to achieve goals and objectives and ensure compliance with county and legal requirements

Coordinate with insurance agents, consultants, and third party administrators to provide optimum service within the limits imposed by program structure

Serve as primary resource for information regarding benefit plans, policies, and procedures

Interpret benefit plan documents and program guidelines, regulations and policies

Provide information where judgment, knowledge, and interpretations are called for

Monitor program activities by compiling data preparing reports, reviewing and reconciling monthly claims summaries, cost reports, billing summaries and insurance benefit usage reports

Provide training and education to County employees, insuring their familiarity with terms and conditions of benefit programs through the development and presentation of employee orientations, benefit fairs, newsletters, meetings, seminars, and informational packets

Maintain all active employee and COBRA enrollment records for the group health program

Responsible for the overall record keeping of the benefits department

Assure that all files are maintained and accurate

Perform other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum four (4) years of experience in employee benefit programs or related field

Experience in analyzing plans, recommending contract terms, and implementation of policies and procedures required

Associate's degree in business administration or related field

Graduation from an accredited four (4) year college or university with major course work in Business Administration, Marketing, Economics or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of employee benefits programs and insurances offered by Hidalgo County

Knowledge of federal, state, and local regulations, rules, and laws applicable to County benefit programs

Knowledge of health insurance industry rating practices and coverage plans, including indemnity plans, health maintenance organizations, preferred provider organizations and self-funded plans

Ability to plan, coordinate and administer the County health benefits program and coordinate activities as needed

Ability to evaluate insurance programs and their components to determine the impact on the County benefit package

Ability to interpret health benefit program rules, regulations, policies, and procedures

Ability to write routine reports and correspondence

Ability to speak effectively and make presentations to small and large groups'

Maintain and update insurance caseload and databases

Ability to respond in a timely manner to questions, concerns, or requests from employees regarding insurance enrollments or deletions; Work independently in the absence of supervision

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ENGINEERING TECHNICIAN I**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic to moderately difficult (entry-level) paraprofessional civil engineering work. Work involves preparing engineering design plans, project inspections, review of subdivision plans; interpret engineering field data and incorporate such data into design plans; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Uses AutoCAD software to prepare & draft various maps such as base maps, beard maps, annexation maps, master atlas and address maps

Provides information to the public regarding utilities, easements, fences, right-of-way addresses and/or flood zones when requested

May attend specialized design schools to maintain abreast of the latest automated design tools and technologies

Gathers and researches information pertaining to utilities, right-of-way, structural, architectural, mechanical information, and other areas related to the Planning Department as necessary

Conducts surveys and field work; inspecting, designing, and preparing maps for presentation

Maintains records and design plans; works on the reproduction of plans

Writes general notes, specifications, and special provisions following generally accepted practices to ensure applicable information is included

May schedule, coordinate and prepare plans and documents for public hearings

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

C.A.D. intermediate level certification

One to two (1-2) years of experience in Computer Aided Drafting, surveying, and/or related engineering work required; experience in subdivision design, review and planning

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certification in computer aided drafting or related field preferred

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying and engineering principles, techniques, and procedures; of mathematics; and of applicable safety requirements

Knowledge and skill in the operation of AutoCAD software and other drafting related software/tools

Skill in the operation and maintenance of applicable equipment including but not limited to the following: drafting printers and plotters, calculators, drafting tools, surveying and measuring instruments, and other related equipment

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ENGINEERING TECHNICIAN II**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) paraprofessional civil engineering work; Work involves preparing engineering design plans, project inspections, review of subdivision plans; interpret engineering field data and incorporate such data into design plans; May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs calculations and drafting for design work including but not limited to production quantity summaries, hydraulic studies, roadway design plans, utility studies, right-of-way maps, traffic control, lighting/signal plans, and other related information as requested

Prepares and drafts engineering plans and profiles both manually or using computerized software such as AutoCAD; draws charts on statistical data, and update/revise storm water and various maps such as base maps, beard maps, annexation maps, master atlas and address maps

May use Civil/Survey, Earthworks, Design, DTM, COGO, and other interactive graphic design programs

Provides information to the public regarding utilities, easements, fences, right-of-way addresses and/or flood zones when requested

May attend specialized design schools to maintain abreast of the latest automated design tools and technologies

Gathers and researches information pertaining to utilities, right-of-way, structural, architectural, mechanical information, and other areas related to the Planning Department as necessary

Conducts surveys and field work; inspecting, designing, and preparing maps for presentation

Maintains records and design plans; works on the reproduction of plans

Writes general notes, specifications, and special provisions following generally accepted practices to ensure applicable information is included

May schedule, coordinate and prepare plans and documents for public hearings

May review others work for drafting and/or calculation errors

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Associate's degree in related field

Minimum of three (3) years of experience in Computer Aided Drafting, surveying, and/or related engineering work

Previous experience in subdivision design, review and planning required

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certification in computer aided drafting or related field

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying and engineering principles, techniques, and procedures; of mathematics; and of applicable safety requirements

Knowledge and skill in the operation of AutoCAD software and other drafting related software/tools

Knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Skill in the operation and maintenance of applicable equipment including but not limited to the following: drafting printers and plotters, calculators, drafting tools, surveying and measuring instruments, and other related equipment

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ENGINEERING TECHNICIAN III**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (senior-level) paraprofessional civil engineering work; Work involves preparing engineering design plans, project inspections, review of subdivision plans; interpret engineering field data and incorporate such data into design plans; May train others. Works under minimal supervision, with moderate to considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs calculations and drafting for design work including but not limited to production quantity summaries, hydraulic studies, roadway design plans, utility studies, right-of-way maps, traffic control, lighting/signal plans, and other related information as requested

Prepares and drafts engineering plans and profiles both manually or using computerized software such as AutoCAD; draws charts on statistical data, and update/revise storm water and various maps such as base maps, beard maps, annexation maps, master atlas and address maps

May use Civil/Survey, Earthworks, Design, DTM, COGO, and other interactive graphic design programs

Provides information and assistance to the general public regarding subdivision regulation requirements, utilities, easements, fences, right-of-way addresses and/or flood zones

Meets with developers, engineers, and/or other professional organizations to discuss proposed plats or other information related to the Planning Department

Responsible for maintaining and tracking the status of all plats through the required processes

Attends and coordinates Subdivision Advisory Board meetings and provides the departments review comments and findings; prepares correspondences regarding meeting findings to provide to interested parties and/or other organizations

Secures as-built from engineers or pursues enforcement measures to acquire same

May attend specialized design schools to maintain abreast of the latest automated design tools and technologies; performs subdivision inspection of new and established developments

Gathers and researches information pertaining to utilities, right-of-way, structural, architectural, mechanical information, and other areas related to the Planning Department as necessary

Conducts surveys and field work; inspecting, designing, and preparing maps for presentation

Responsible for overseeing and preparing write-up summaries on plats, etc., and presenting to the Subdivision Advisory Board and/or Commissioners' Court, as necessary.

Maintains records and design plans; works on the reproduction of plans

Writes general notes, specifications, and special provisions following generally accepted practices to ensure applicable information is included

May schedule, coordinate and prepare plans and documents for public hearings

May review others work for drafting and/or calculation errors

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED) required

Associate's degree in related field

Minimum of five (5) years of experience in Computer Aided Drafting, surveying, and/or related engineering work with at least three (3) years of experience in subdivision design, review and planning

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certification in computer aided drafting or related field

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of surveying and engineering principles, techniques, and procedures; of mathematics; and of applicable safety requirements

Knowledge and skill in the operation of AutoCAD software and other drafting related software/tools

Knowledge on subdivision rules and regulations as well as preparation and review of subdivision plans

Skill in the operation and maintenance of applicable equipment including but not limited to the following: drafting printers and plotters, calculators, drafting tools, surveying and measuring instruments, and other related equipment

Ability to conduct inspections and prepare reports

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports and business correspondence

Ability to effectively present information and respond to questions from groups, contractors and employees of the organization

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EPIDEMIOLOGIST I**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) epidemiological work; Work involves assisting in the design, implementation, and analysis of epidemiological investigations or studies and participating in general data management and report writing for epidemiological investigations or studies; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyzes epidemiological data through the use of statistical measures

Abstracts epidemiological health data from the medical records of private and public health physicians and hospitals

Disseminates the results of investigations, special studies, and surveillance

Participates in analyzing, planning, developing, coordinating, and conducting specific epidemiological investigations or studies

Collects epidemiological data for the surveillance of specific diseases and conditions

Arranges for the cooperative use of epidemiological data with other agencies, other states, and national organizations such as the U.S. Center for Disease Control

Works with other health personnel in the control of public health problems

May coordinate with others to assist in the collection of epidemiological data

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in epidemiology work

Graduation from an accredited four (4) year college or university with major course work in epidemiology, microbiology, infectious diseases, biostatistics, or a related field

Master's degree in Public Health, Science of Epidemiology, Biostatistics or related field

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the basic principles and methods of epidemiology and biostatistics; of infectious diseases, adverse reproductive outcomes, cancer or other chronic diseases; and of occupational and environmental diseases or injuries

Ability to conduct investigations

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EPIDEMIOLOGIST II**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (intermediate-level) epidemiological work; under the direction of the Chief Academic Officer or designee, performs public health disease surveillance activities related to infectious disease and outbreaks. Assists with office functions, performs data entry and serves as a resource. "On-call" availability required; may perform surveillance and epidemiology activities during other major outbreaks and/or disasters. Performs work in a professional, responsible and timely manner ensuring the collection of information in a confidential, accurate, and consistent manner. Responsibilities are performed with moderate latitude for use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyzes epidemiological data through the use of statistical measures

Abstracts epidemiological health data from the medical records of private medical providers and public health

Disseminates the results of investigations, special studies, and surveillance

Participates in analyzing, planning, developing, coordinating, and conducting specific epidemiological investigations or studies

Collects epidemiological data for the surveillance of specific diseases and conditions

Arranges for the cooperative use of epidemiological data with other agencies, other states, and national organizations such as the U.S. Center for Disease Control

Works with other health personnel in the control of public health problems

May coordinate with others to assist in the collection of epidemiological data

Conferring with local health agencies, private physicians, individuals, and/or community action groups regarding the treatment, control, or prevention of infectious diseases and other illnesses and/or injuries

Work on and complete project-based tasks, such as data analyses, reports and other analytic tasks

Collect specimens, maintain inventory of specimen collection kits and related supplies

Educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated

Responsible for data entry and inventory management systems

Assists with creating fact sheets, brochures, and educational literature regarding infectious diseases

Performs related work as assigned

EXPERIENCE AND EDUCATION

Master Degree in Epidemiology, Biostatistics, Public Health, or related field of study is required

Must be proficient in lab and clinical analysis/identification of Infectious Diseases

Minimum two (2) years of experience in infectious disease, public health, data entry or related work is preferred

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to maintain confidentiality and knowledge of HIPAA requirement

Moderate knowledge of medical terminology and Texas public health laws

Knowledge of computer software (i.e. Microsoft Office, Adobe, Epi-Info, SAS, R, SPSS)

Skill in problem solving

Skill in communicating effectively orally and in writing

Bilingual English/Spanish preferred

Skill in preparing technical reports in a clear and concise manner

Skill in proofreading and editing documents

Ability to maintain effective working relationships with managers, co-workers, the public and professional groups

Ability to organize and prioritize workload and meet deadlines

Ability to work independently

Ability to work on multiple tasks at the same time

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Immunization/TB Screening Requirements:

Employees may be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. influenza, hepatitis B, rabies, and possible novel vaccines (i.e. anthrax and smallpox vaccines)).

TB skin testing will be required initially and periodically.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EQUIPMENT OPERATOR I**
Grade: 05

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EQUIPMENT OPERATOR II**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EQUIPMENT OPERATOR III**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EQUIPMENT OPERATOR IV**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EVIDENCE TECHNICIAN**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) maintenance and troubleshooting work within a crime laboratory; Work involves preparing chemical compounds and solutions and working with deoxyribonucleic acid (DNA) and combined DNA index system (CODIS); Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares acids, bases, reagents, blood-mailer tubes, and stock solutions

Solicits bids on laboratory supplies

Orders supplies and chemicals and maintains inventory and records

Maintains clean and orderly laboratory vaults

Delivers evidence to court when needed and may testify in court

Performs maintenance and repairs on laboratory equipment and hardware

Assists with maintenance and evidence handling including receipt, storage, return, or destruction

Assists with crime scene investigations

Assists with instrument and inventory transfers and installs new or transferred equipment

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience in laboratory work, law enforcement or related field

Graduation from an accredited four-year college or university with major course work in Forensic Science, Criminal Justice, Criminalistics or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of laboratory procedures and of mechanical, electrical, and plumbing systems

Ability to prepare chemical compounds and solutions and to interpret and follow technical instructions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EXECUTIVE ASSISTANT I**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

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

EXPERIENCE AND EDUCATION

One (1) year related experience

Graduation from an accredited four (4) 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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EXECUTIVE ASSISTANT II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation 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 department or county

May assist the executive with general human resource management actions

May assist in budget preparation

May plan, assign, and/or supervise the work of others

May plan and coordinate special and administrative assignments and programs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years related experience

Graduation from an accredited four (4) 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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **EXECUTIVE ASSISTANT III**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive; Work involves coordinating or overseeing high level administrative operations of the County or department. Plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to a County executive

Plans, prepares, or oversees the preparation of periodic and special reports

Interprets policies and procedures and makes administrative decisions

Develops administrative procedures, standards, and methods

Oversees the preparation 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 agency executive on administrative matters within the department or County

Assist the executive with general human resource management actions

Assist in budget preparation

Plan, assign, and/or supervise the work of others

Plan and coordinate special and administrative assignments and programs

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience in office administration

Graduation from an accredited four (4) year college or university with major course work in business administration or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FAMILY & CONSUMER SCIENCE PROGRAM ASSISTANT**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works under the supervision of a County Extension Agent-Family and Consumer Services who is delegated this responsibility by the County Coordinator. The Assistant works with limited income families, individually and in groups to improve the quality of life through programs in family and consumer sciences.

EXAMPLES OF WORK PERFORMED

Planning (Under the supervision of the supervising agent the Program Assistant)

Plans group meetings and/or educational presentations for adults or youth

Assists in identifying volunteer leaders for Extension youth programs

Develops weekly time plans/schedules of work

Uses scheduled time to plan daily records of contacts and educational programs, number and ethnic origin of the clientele, how time was spent, hours worked, mileage and for making other required reports within the job responsibility

Plans ways to foster leadership growth and personal development for adult and youth participants, clientele and their families

Develops plans for reaching prospects and volunteer leaders, both adult and youth

Uses time wisely to study reaching materials provided by agents and develop teaching materials, if needed for use in teaching adults or youth

Plans ways to help families participate in other Extension Service programs

Implementing

Develop relationships within county and communities to promote, market and implement Extension educational programs

Works with clientele in program settings to teach Family & Consumer Science topics such as health and safety, parenting, leadership and health information in English and Spanish

Follows weekly time plan or schedule for reaching clients; notifies supervising agent if schedule is changed

Uses teaching materials developed by agent and develops additional teaching materials for working with families if needed

Keeps informed of available resources and notifies clients about the services

Keeps the supervising agent informed of needs of individuals and clients

Evaluating

Assists supervising agent in collecting needed materials and information from families for use in evaluating progress

Participates in performance evaluation conferences with supervising agent

Reporting

Prepares required daily, weekly, monthly and annual reports and records

Gives reports to County Extension staff and others upon request and with approval and assistance of the supervising agent

Training

Participates in all training activities designed for professionals

- Initial training
- Weekly training
- Other scheduled training

Participates in conferences with supervising agent as requested, on an individual or group basis

Makes improvements so that up-to-date information can be available to clients

Keeps informed on the Equal Employment Opportunity Program of the Texas Agricultural Extension Service and the Texas A&M University System

Participates in an equal performance review interview with the supervising agent

Organizational

Works under the direct supervision of the Extension agent delegated immediate supervisory responsibility

Assists the local county Extension staff to implement educational programs

Notifies supervising agent when plans change

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Four (4) year Bachelor's degree in community health or other related field required

Must have computer skills, MS Word, Power Point, Social Media, Marketing Experience a plus

One (1) year relevant experience

Excellent presentation skills

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

The County Extension Program Assistant should possess the following qualifications:

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Characteristics of maturity to be able to meet problems encountered

A desire to share knowledge and skills with clients to help them improve their situation

Sensitivity to the values of others and have empathy, understanding and respect for people in the area, regardless of their economic and social situation

Have the ability and willingness to understand, accept and follow through with necessary training in order to be able to inspire, motivate and teach others

Be well adjusted, patient and receptive to training and supervision

Evidence of good health as shown by physical examination

Evidence of leadership ability

Willingness to successfully complete orientation training for new employees and all subsequent in-service training; as well as training which may require travel outside the assigned headquarters

Has ability and willingness to make and keep required records and reports and to keep information confidential

Able to read, write and understand materials that will be used in teaching

Able to read, write and speak Spanish in predominately Mexican-American areas and English where applicable

Bilingual (Spanish and English) with ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **FAMILY PLANNING AIDE**
Grade: 05

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs entry-level medical aide work; Performs any of a variety of clinic nursing activities involving women's health, comprehensive client care and follow up, and related work as required; Work is performed under the general supervision of a Public Health Nursing Supervisor.

EXAMPLES OF WORK PERFORMED

Obtain medical, social history, health assessment and vital signs

Assess client family planning and sexually transmitted infection (STI) needs if appropriate

Provide related health education services

Obtain specimens for lab testing

Dispense medications/birth control methods and/or vaccines in accordance with Standing Orders or as directed by the Medical Director

Order and maintain supplies for clinic as necessary

Prepare detailed records and reports of work performed

Takes and records patients' vital signs

Observes patients for changes in condition and reports observations

Attend required meetings, in-service trainings, workshops, etc

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience in a related field

Graduation from a high school or equivalent (GED)

Vocational or special training in a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community resources, of case management delivery systems, and of program policies and procedures

Ability to assess client needs; to assist medical personnel with client services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIELD MANAGER II, ROAD AND BRIDGE**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIELD OPERATIONS INSPECTOR**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIELD SERVICE SPECIALIST I**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide technical assistance in a professional manner, act as liaison for election officials, and perform other required activities during each election; Performs maintenance, testing, preparation, training, delivery and return for voting systems – the ballot scanning equipment used on Election Day and the direct record electronic system (DRE) used in Early Voting and Election Day; Utilize bar code technology to record the movement of the voting equipment and components throughout the election process; Provides assistance in inventory of all election equipment, components and supplies.

EXAMPLES OF WORK PERFORMED

Performs maintenance and testing on the paper ballot scanning equipment and Direct Record Electronic voting equipment (DRE), connecting to Laptop and software

Provides technical support of personal computers' connectivity to the online voter registration system and early voter posting system including installation of personal computers, monitors, printers, and network communications devices; Schedules installation by contacting client by phone

Notifies supervisor of any mechanical, maintenance or safety issues with recurring problems related to any vehicles owned or rented by the department

Provides assistance to early voting clerks and election officials in a clear and professional manner

Performs the preparation, assembly, and proofing of the election officials supply kits

Performs DRE electronic ballot proofing including audio

Performs paper ballot proofing and distribution

Performs pre-tests and public tests of all election equipment and components

Delivers and tests the computers connectivity to the DRE equipment used for early voting

Routes the delivery and return of the early voting and Election Day equipment and supplies

Provides phone support to election officials on Election Day

Utilizes bar code technology to record the movement of the voting equipment and components throughout the election process and of election supplies

Provides technical support on Election Day and during the early voting process

Assists in election officials training by setting up equipment, chairs, and video equipment

Resolves routine questions and problems concerning voting equipment and procedures

Troubleshoots in field service environment related to online voter registration system, early voting posting system, ballot scanning equipment, DRE equipment and network communications

Tests the voting system laptops to ensure connectivity and accuracy at Rally Stations prior to and on election night

Provides training, assistance and technical support to Rally station personnel on election night

Assists other department divisions as required

Surveys polling places for compliance with the Americans with Disabilities Act (ADA) to ensure that voters with disabilities are safe and have the ability to cast their votes without assistance

Acts as a liaison for election activities related to election services contracts with municipalities, school districts, and political parties

Attends training as assigned by supervisor to maintain, enhance, or acquire job skills

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years related experience

Graduation from a high school or equivalent (GED)

Associate Degree in Electronics or Computer Science

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Election Code, Tax Laws, rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Technical experience with multimedia equipment

Ability to write routine reports and correspondence

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIELD SERVICE SPECIALIST II**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide technical assistance in a professional manner, act as liaison for election officials, and perform other required activities during each election; Performs maintenance, testing, preparation, training, delivery and return for voting systems – the ballot scanning equipment used on Election Day and the direct record electronic system (DRE) used in Early Voting and Election Day; Utilize bar code technology to record the movement of the voting equipment and components throughout the election process; Provides assistance in inventory of all election equipment, components and supplies.

EXAMPLES OF WORK PERFORMED

Performs maintenance and testing on the paper ballot scanning equipment and Direct Record Electronic voting equipment (DRE), connecting to Laptop and software

Provides technical support of personal computers' connectivity to the online voter registration system and early voter posting system including installation of personal computers, monitors, printers, and network communications devices; Schedules installation by contacting client by phone

Notifies supervisor of any mechanical, maintenance or safety issues with recurring problems related to any vehicles owned or rented by the department

Provides assistance to early voting clerks and election officials in a clear and professional manner

Performs the preparation, assembly, and proofing of the election officials supply kits

Performs DRE electronic ballot proofing including audio

Performs paper ballot proofing and distribution

Performs pre-tests and public tests of all election equipment and components

Delivers and tests the computers connectivity to the DRE equipment used for early voting

Routes the delivery and return of the early voting and Election Day equipment and supplies

Provides phone support to election officials on Election Day

Utilizes bar code technology to record the movement of the voting equipment and components throughout the election process and of election supplies

Provides technical support on Election Day and during the early voting process

Assists in election officials training by setting up equipment, chairs, and video equipment

Resolves routine questions and problems concerning voting equipment and procedures

Troubleshoots in field service environment related to online voter registration system, early voting posting system, ballot scanning equipment, DRE equipment and network communications

Tests the voting system laptops to ensure connectivity and accuracy at Rally Stations prior to and on election night

Provides training, assistance and technical support to Rally station personnel on election night

Assists other department divisions as required

Surveys polling places for compliance with the Americans with Disabilities Act (ADA) to ensure that voters with disabilities are safe and have the ability to cast their votes without assistance

Acts as a liaison for election activities related to election services contracts with municipalities, school districts, and political parties

Attends training as assigned by supervisor to maintain, enhance, or acquire job skills

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years related experience

Graduation from a high school or equivalent (GED)

Associate Degree in Electronics or Computer Science

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Election Code, Tax Laws, rules and procedures

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Technical experience with multimedia equipment

Ability to write routine reports and correspondence

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FINANCIAL ANALYST**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRE INVESTIGATOR**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRE MARSHAL**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRST ASSISTANT CRIMINAL DISTRICT ATTORNEY**
Grade: 21

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FIRST ASSISTANT PUBLIC DEFENDER**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs supervisory work overseeing multiple attorneys and administrative personnel. Work involves planning, organizing, directing, and performing a wide variety of legal and non-legal duties in order to assess the effectiveness and efficiency of operations, reliability of legal representation, and compliance with applicable laws and regulations; will serve as a lead capacity, advising other attorneys.

EXAMPLES OF WORK PERFORMED

Supervises and advises all legal personnel within the department

Supervises the implementation of improvements in policies, procedures, operations and programs

Recommends alternative approaches to interpreting and implementing legal and regulatory requirements, administrative requirements and policies and procedures with regard to engagements and manages their implementation

Assumes personal responsibility for assisting indigent individuals charged with misdemeanors, mental, juvenile cases and felonies such as criminal sexual assaults, armed robberies and homicides

Provides effective representation to clients who are frequently illiterate, uneducated and uncooperative while managing large caseloads

Handles arraignment court and bond court

Meets with clients and obtains their history to present their defense and release from custody

Performs functions to prepare the defendant's cases for trial or for plea negotiations including representation of the defendant at bond and/or arraignment court and attending line-ups to ensure that the line-up is conducted fairly and that defendant's rights are not denied

Researches case law and witness testimony conducts investigations and negotiates with the State's Attorney's Office. Analyzes facts, evidence and the strength of case, determines client's wishes and meets with prosecutor to resolve the matter short of trial

Prepares pre-trial motions such as Answer to Discovery, Motions to Suppress Evidence, Motions to Dismiss and Motions to Additional Discovery

Works to determine a fair and affordable bond for the defendant through research and discussion about past and present employment, current residence, past histories of mental or medical problems, existence of previous criminal records and information on family status

Maintains close contact with the State's Attorney's Office, Sheriff's Office, staff at the County Correctional facilities, judges, police officials, and numerous physicians and psychiatrists who may be called as expert witnesses

Prepares the motion for Reduction of Bond and schedules a hearing

Keeps abreast of developments in the law and attends training sessions offered by bar association

Provides administrative assistance to the Public Defender by identifying legal problem areas, developing policy recommendations and responding to media inquiries

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum three (3) years of experience practicing law with litigation with two (2) years of supervisory experience

Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree

Member must be in good standing with the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a license to practice law in the State of Texas

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge of legal principles, practices, and proceedings; philosophy and practices of public defense; and of laws, regulations, and rules related to the County

Knowledge of trial procedures and rules of evidence

Skill in legal research, business writing, grammar, and punctuation, report preparation and analysis

Ability to complete reports and answer routing correspondence

Ability to apply common sense understanding and direct staff in written, oral or diagram form

Ability to supervise and communicate effectively with staff and the public

Ability to deal with problems involving several concrete variables in standardized situations

Must have experience in office or related work

Must have knowledge of computers and spreadsheets

Must have previous supervisory experience

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to effectively present information and respond to questions from judges, attorneys, County Board members and the general public

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, to communicate effectively, and to train others

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FOREMAN I**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **FOREMAN II**
Grade: 13

Job description under development. If you have any questions please contact the Human Resources Department at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FRAUD INVESTIGATOR**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) motor vehicle fraud investigative work; Work involves conducting investigations to prevent fraud and assisting with the prosecution of cases involving fraud; Works under general supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts investigations of alleged violations of laws, rules, and regulations; investigates complaints of suspected fraudulent activity, such as vehicle ownership document fraud; odometer tampering/fraud; false/fictitious certifications; fraudulent obtainment of registration documents and certificates of title; and alteration of vehicle identification numbers

Assists federal, state and local law enforcement agencies; contacts and collaborates with county officials, law enforcement, attorneys, and/or federal officials to facilitate or assist with investigations and provide documentation of relevant facts

Responsible for enforcement of inventory assessment, and compliance with all state mandated state statutes

Performs field inspections to ensure compliance with County regulations in accordance with applicable Texas laws and enforce compliance with the Texas Penal Code

Conducts background and personal history investigations, reviews records, and verifies information

Investigates dealership premises, auctions and salvage/wrecker locations assumed to be participating in fraudulent motor vehicle activity

Prepares records, correspondence, and reports; complies detailed reports on fraud cases, and submits and discusses cases with police

Reviews the records of licensed dealer and vehicle recyclers for compliance with Texas Code provisions and departmental rules and regulations; investigates complaints and may testify at hearings relating to complaints involving dealers

May serve subpoenas and make arrests

Responsible for completion and assembly of cases, conduct and review case preparation for prosecution

May perform surveillance of suspects and assigned locations

Locates, interviews and obtains statements from witnesses and persons suspected of involvement in fraudulent activities

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of two (2) years of experience as a full time peace officer, investigator, or related field

Graduation from an accredited four (4) year college or university with major course work in criminal justice or a related field

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must possess an intermediate Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standards and Education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative principles, techniques, and procedures; and of court procedures, practices, and rules of evidence

Knowledge of the principles of identification and preservation of evidence relating to identification and motor vehicle document fraud; and the criminal statutes regarding theft, fraud, perjury, and conspiracy

Skill in the operation of technical equipment and detection devices

Proper use and properly care for firearms

Knowledge and understanding of the Texas Penal Code, Code of Criminal Procedures, Texas Department of Transportation Motor Vehicle rules and policies, and current case law

Ability to read, analyze and interpret the complex documents

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to think logically and objectively

Ability to plan, organize, and conduct investigations; to interpret and apply laws and regulations; to conduct interviews and gather facts; to evaluate findings; to prepare reports; and to testify in hearings and court proceedings

Knowledge in principles and practices of legal document preparation including citations and arrest warrants

Knowledge of laws of arrest, search and seizure, service of legal process, and the legal right of citizens

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **GIS OPERATOR I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) geographic information system work: Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Creates and modifies maps, graphs, or diagrams, using geographical information software and related equipment

Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps

Digitizes and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information

Evaluates information and data from outside sources to determine the quality of the data

Translates data from outside sources and converts data to assist users

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies

Assists in writing programs and developing user interfaces, menus, and macro-level commands to meet user needs

Assists in providing consulting services in fields such as resource development and management, environmental hazards, regional cultural history, and urban social planning

Assists in the development of geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership

Assists with the entering, correcting, and debugging database records

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in geographic information systems analysis and design work

Graduation from an accredited four (4) year college or university with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **GIS OPERATOR II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) geographic information system work: Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data; May train others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Creates and modifies maps, graphs, or diagrams, using geographical information software and related equipment

Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps

Digitizes and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information

Evaluates information and data from outside sources to determine the quality of the data

Translates data from outside sources and converts data to assist users

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies

Writes programs and develops user interfaces, menus, and macro-level commands to meet user needs

Enters, corrects, and debugs database records

Assists in providing consulting services in fields such as resource development and management, environmental hazards, regional cultural history, and urban social planning

Assists in the development of geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in geographic information systems analysis and design work

Graduation from an accredited four (4) year college or university with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; to communicate effectively; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **GIS OPERATOR III**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex (senior-level) geographic information system work: Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews maps, graphs, or diagrams using geographic information software and related equipment

Reviews geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps

Digitizes and maintains spatial databases of relevant information, document procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information

Evaluates information and data from outside sources, determines the quality of the data, and converts data to assist users

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies

Writes programs and develops user interfaces, menus, and macro-level commands to meet user needs

Coordinates the entry and validation of database records

Provides consulting services in fields such as resource development and management, environmental hazards, transportation management, regional cultural history, and urban social planning

Develops geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in geographic information systems analysis and design work

Graduation from an accredited four (4) year college or university with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; to communicate effectively; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **GIS OPERATOR IV**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs highly complex (senior-level) geographic information system work: Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data; May supervise the work of others; Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews maps, graphs, or diagrams using geographic information software and related equipment

Reviews geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps

Digitizes and maintains spatial databases of relevant information, document procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information

Evaluates information and data from outside sources, determines the quality of the data, and converts data to assist users

Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies

Writes programs and develops user interfaces, menus, and macro-level commands to meet user needs

Coordinates the entry and validation of database records

Provides consulting services in fields such as resource development and management, environmental hazards, transportation management, regional cultural history, and urban social planning

Develops geographic information systems that may link parcel maps or orthophotos with environmental data, historic data, transportation data, and health data to produce maps or quantify information about the impacts of features on parcel ownership

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five to six (5-6) years of experience in geographic information systems analysis and design work

Graduation from an accredited four (4) year college or university with major course work in computer science, computer information systems, geography, geographic information system technology, management information systems, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues

Ability to analyze geographic information systems and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; to communicate effectively; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HEALTH INSPECTOR I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level inspection work; Work involves conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts inspections for compliance with Texas codes, standards, and laws and for proper display of current licenses

Makes recommendations on violations and conducts follow-up inspections

Prepares reports and maintains records

Gathers and analyzes data

May collect inspection fees

May assist in identifying the cause of violations

May assist in the administration of state licensing examinations

Comply with training and inspector guidelines resulting in additional public health requirements

Inspect non-food establishments for state compliance regarding public health issues

Expand partnership with FDA at all port of entries regarding inspection of unsanitary food products and over the counter medications

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years related experience

Graduation from a high school or equivalent (GED)

Associate degree or vocational training

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certification for a specific program area

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Skill in conducting inspections and in determining proper courses of action

Ability to prepare reports and to gather and analyze data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HEALTH INSPECTOR II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level inspection work. Work involves conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts inspections for compliance with Texas codes, standards, and laws and for proper display of current licenses

Makes recommendations on violations and conducts follow-up inspections

Prepares reports and maintains records

Gathers and analyzes data

May collect inspection fees

May assist in identifying the cause of violations

May assist in the administration of state licensing examinations

May train and supervise others

Comply with training and inspector guidelines resulting in additional public health requirements

Inspect non-food establishments for state compliance regarding public health issues

Expand partnership with FDA at all port of entries regarding inspection of unsanitary food products and over the counter medications

Performs related work as assigned

EXPERIENCE AND EDUCATION

Four (4) years related experience

Graduation from a high school or equivalent (GED)

Associate degree or vocational training

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification for a specific program area

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Skill in conducting inspections and in determining proper courses of action

Ability to prepare reports and to gather and analyze data

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HEALTH TECHNICIAN**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) health care work; Work involves assisting medical staff in administering therapeutic programs and monitoring patient conditions; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Monitors patients for changes in condition, and records and reports changes
- Sets up and operates therapeutic equipment
- Assists patients in rehabilitative therapies
- Assists in implementing planned patient care programs
- Assists medical staff in conducting patient examinations
- Performs related work as assigned

EXPERIENCE AND EDUCATION

- One (1) year experience in health care work
- Graduation from a high school or equivalent (GED)
- Associate degree or vocational training
- Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

- Must have a current valid Texas motor vehicle operator's license
- Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Skill in the operation of therapeutic equipment

Ability to provide patient care

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HIDTA COMMANDER**
Grade: 21

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance complex supervisory (senior-level) criminal investigation work. Work involves planning and directing enforcement, investigative, and staff services activities; managing fiscal affairs and training staff. Plans, assigns, and supervises the work of others. Employee has extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and implements special and administrative assignments and programs

Plans, directs, reviews, and evaluates the registration, enforcement, and collective efforts of investigations

Coordinates and supervises training and technical assistance on compliance with agency policies, procedures, and applicable laws

Develops or oversees the development of the budget, policies, and procedures

Directs and coordinates administrative and operational activities

Enforces proper investigative and enforcement procedures

Establishes priorities in investigative and law enforcement activities

Prepares summaries and reports of the department/division activities

Represents the agency in planning and negotiations with federal, state, and local authorities

Will be responsible for accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors

Provides tactical and strategic leadership to department personnel and covert civilian operatives

Presides over all briefings and debriefings of all operations

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation

Maintains a high level of professionalism and quality ethical standards

Maintain confidentiality in the performance of duties

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum of seven (7) years of law enforcement experience required

Graduation from an accredited four (4) year college or university with a major in criminal justice, criminology, police science or related field

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) required

Two (2) years of related experience may be substituted for one (1) year of the required education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license;

Investigators use their own private vehicle and not a County vehicle

Must be able to be insured by the County's insurance carrier

Possession of an Advanced Certificate of Law Enforcement

Mandatory firearms qualification and physical training

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to work with mathematical concepts such as probability and statistical inference

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in Principles and practices of legal document preparation including citations and arrest warrants

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HIDTA TASK FORCE OPERATIONS SUPERVISOR**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The TASK FORCE OPERATIONS SUPERVISOR (TFOS) reports to the Task Force Commander and Assistant Commander. The (TFOS) responsibilities include, but are not limited to planning, coordinating and managing the daily activities of the HIDTA Task Force (HIDTA Investigator and/or other Law Enforcement officers assigned to the Task Force) and the Intelligence Research Specialist under the direction of the HIDTA Task Force Commander/Assistant Commander.

EXAMPLES OF WORK PERFORMED

Management authority over the HIDTA Task Force during field operations

Review all operational plans, ensuring that the safety and well-being of the public, task force, other law enforcement personnel, covert operatives, targets are secure

Implement and comply with all local, state, and federal laws, ordinances, rules and regulations

Coordinate with other law enforcement agencies on joined and/or assist operations

Assess the risk involved in an operation and minimize them to ensure a successful and injury free operation

Provide tactical and strategic leadership to the task force and covert civilian operatives

Preside over all briefings and debriefings of all operations

Coordinate the available local, state and federal resources for each operation and provide access to the local medical and emergency services, during each operation

Ensure that the task force has the necessary equipment to perform their respective assigned duties in a safe and efficient manner

Ensure the task force is current with their law enforcement licensing and certifications

Assesses the training needs of the task force and the available training resources to meet this need

Network and coordinate with community based drug free coalition to further facilitate outreach drug free programs

Maintain active case load and submit agent evidence into drug vault as needed

Review and approve all complaints, warrants and commitments

EXPERIENCE AND EDUCATION

Must have an advanced certification as a peace officer from the Texas Commission on Law Enforcement (TCLOE)

Must have at least ten (10) years of law enforcement experience

Law enforcement supervision experience is required

Computer knowledge

Must have personal computer knowledge

Ability to learn new computer software

Must be familiar with Microsoft Windows products

Language Skills

Ability to read, analyze and interpret complex documents

Ability to respond effectively to the most sensitive inquiries or complaints

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management and public groups

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations

CERTIFICATES, LICENSES AND REGISTRATION

Completion of TCOLE course 3737-New Supervisor (first line) course is **preferred**.

Must pass a criminal background check, drug test and credit report check.

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Undercover methods and procedures including patrol, surveillance, covert monitoring, investigation and identification techniques

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Courtroom ethics, demeanor and decorum in providing testimony related to criminal cases.

Offensive and defensive weapons nomenclature and theory

Use of firearms and other modern law enforcement equipment

Self-defense tactics

Interview and interrogation techniques and methods

English usage, spelling, grammar and punctuation

Pertinent federal, state and local laws, regulations and codes

Principles and practices of legal document preparation including citations and arrest warrants

Division Standard Operating Procedures and directives

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Health & Safety Code

Ability to:

Accurately observe and remember names, faces, numbers, incidents and places

Use and properly care for firearms

Understand, interpret and apply laws and Standard Operating Procedures (SOP's)

Prepare clear, accurate and grammatically correct written reports; communicate clearly and concisely, both orally and in writing

Maintain confidentiality in the performance of duties

Analyze situations quickly and objectively and take necessary emergency action

Identify potential crime situations or traffic hazards and take preventative action

Learn the operation of standard equipment and facilities required in the performance of assigned tasks

Establish and maintain cooperative working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Effecting arrests
- Subduing resisting individuals
- Lifting and carrying light to heavy materials and individuals
- Conducting covert surveillance
- Running, walking, crouching or crawling during investigative operations
- Climbing stairs/ladders
- Walking, standing or sitting for extended periods of time

- Operating assigned equipment and vehicles.

Effectively deal with personal danger which may include exposure to:

- Armed or dangerous persons
- Communicable diseases
- Firearms
- Excessive noise
- Inclement weather

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment and vehicles
- Communicating with others

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality

Exercising sound judgment and rational thinking under dangerous circumstances.

Evaluating various options and alternatives and choose an appropriate and reasonable course of action

Demonstrating intellectual capabilities including during training and testing processes

Effectively handle a work environment and conditions which may involve:

- Working in intense life threatening conditions
- Exposure to various weather conditions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES ANALYST**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under general supervision, performs senior level highly responsible professional, technical and analytical functions and tasks in support of the evaluation, development, implementation, maintenance, and the reporting of the Hidalgo County Classification and Compensation Plan, and employment related systems and processes. These tasks include classification and compensation studies and surveys, performance and workload measures, county employment data and statistics, and all systems related to personnel administration and management.

EXAMPLES OF WORK PERFORMED

Develop and implement position classification and compensation studies and analysis

Provide technical expertise to supervisors and managers on the County Classification Plan, with regard to position grades and employee grade and step classification

Conduct job analysis studies and constructs job related and valid selection criteria

Provide statistical and research assistance to staff in gathering, preparing, and analyzing data for use in implementing policies and procedures and determining cost

Prepares statistical reports, graphs, charts, and other reports for executive management in support of policy considerations or decisions

Conducts and participates in position classification studies and recommends salary allocations, develops and revises class descriptions, and prepares recommendations for the establishment of new classifications and the reclassification or regrading of positions

Conducts and participates in surveys of wages salaries, class titles, and minimum qualifications required, and evaluates comparability of duties, level of responsibilities, and conditions of work performed

Researches, analyzes, and recommends methods and procedures for development and validation of selection instruments which include but are not limited to written examinations, performance examinations, and oral panel examinations

Participates in training programs to remain current in the training and development field and ensures new training methodologies are incorporated into training approach

Conducts a variety of special projects as directed

EXPERIENCE AND EDUCATION

A four (4) year degree from an American accredited college or university with a major in public or business administration, management, human resources, accounting, or a closely related field

Three (3) to five (5) years of progressively responsible management experience in human resource management, office management, or experience in a public or governmental agency.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of classification, job analysis and evaluation, and compensation programs and practices

Knowledge of statistical concepts and basic mathematics

Knowledge of research methods and data analysis techniques

Skill in organizing and consolidating accurate and thorough data and information

Skill in making effective oral presentation of ideas and recommendations

Skill in interpreting data and in analyzing information

Ability to communicate effectively with people of diverse backgrounds and interests under difficult and stressful circumstances

Ability to read, understand, and apply personnel related data and information

Ability to work creatively and cooperatively with county staff from all departments and to develop mutual partnerships

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES SPECIALIST I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program and ensuring compliance with state and federal laws and regulations; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the administrative processing of newly hired and terminating employees

Coordinates the administration and scoring of employment tests

Reviews, processes, and recommends human resources actions, ensuring conformity with agency, state, and federal regulations

Studies staffing needs and problems, recommending action as appropriate

Interviews applicants, evaluates their qualifications, and refers those qualified to the proper hiring authorities

Assists in the planning, development, and implementation of human resources policies and procedures

May analyze organizational methods, evaluate jobs, and prepare and revise job descriptions

May prepare and conduct new employee orientation

May counsel employees on medical insurance or workers' compensation matters and process the related paperwork

May process employee grievances and their resolution

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in human resources management work

Graduation from an accredited four (4) 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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of human resources

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES SPECIALIST II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

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 tests

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

Prepares training outlines and guides for orientation and training programs

Conducts classification compliance audits, reviews position questionnaires, interviews employees, and prepares reports of findings, making recommendations as appropriate

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 making recommendations for changes to the Classification Plan, including additions, deletions, new classes, title changes, and reallocations

Assists in preparing new or revised job descriptions

Assists in planning, developing, revising, and implementing human resources policies, procedures, and forms

May assist in processing and investigating employee grievances and prepare recommendations for resolution

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

One (2) years experience in human resources management work

Graduation from an accredited four (4) 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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES SPECIALIST III**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations; May train others; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the recruitment of applicants and makes recommendations for selection

Coordinates human resources activities

Completes human resources-related surveys and questionnaires

Compiles and analyzes wage data

Prepares and maintains various human resources correspondence and reports

Provides advice and assistance on classification, recruitment, retention, compensation, benefits, leave provisions, employee relations, and salary administration matters

Counsels' staff on issues, rules, and regulations related to human resources management

Makes recommendations for changes to the Classification Plan, including additions, deletions, new classes, title changes, and reallocations

Conducts audits of human resources activities to ensure compliance with policies and procedures

Conducts workforce analyses and executes workforce plans and recruitment and retention strategies

Communicates and disseminates human resources policies and procedures

Assists in planning, developing, revising, and implementing human resources policies and procedures

May train others

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in human resources management work

Graduation from an accredited four (4) year college or university with major course work in human resources management, business or public administration, or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of human resources management; of compensation principles and practices; of 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, and to explain policies and procedures to staff and the public, and to train others, and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES SPECIALIST IV**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **HUMAN RESOURCES TRAINING SPECIALIST**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **HUMAN SERVICES TECHNICIAN**
Grade: 05

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs routine to moderately complex (journey-level) human services support work. Work involves providing information to clients or assisting staff in the delivery of social services; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides information to clients and authorized entities regarding the status of services

Provides information to potential clients about County programs and services

Completes case reports and forms to document client services provided

Verifies quality of services with clients and assists with adjustments

Prepares reports on monitored services

Distributes published materials outlining eligibility requirements

Maintains case files and records

Assists in obtaining or verifying case data from external sources

Assists potential clients in completing applications for services

Assists in providing casework services for adults or children with physical, mental, emotional, or social problems

May monitor clients in a structured setting

May transport clients to and from appointments

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in social services

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational Training

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the needs, problems, and community environments of persons with disabilities; of community and government service delivery systems; of case management systems; and of community welfare resources

Ability to communicate effectively and to negotiate services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **INFLUENZA DATA TECHNICIAN**
Grade: 07

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Under the supervision of the Planning Coordinator and Chief Administrative Officer supports all Public Health Emergency Response Division (PHER) grant activities. Assists with office functions, performs data entry and serves as a resource. Assist with coordinating vaccine planning with other local preparedness and response partners. Assist with the planning and implementing of mass H1N1 vaccination clinics. Will be responsible for medical data entry and inventory management systems. Prepares and conducts presentations as needed. Assist with educating local preparedness and response partners and the community on disease prevention. Will create fact sheets, brochures, and educational literature regarding H1N1 and influenza. Duties include but are not limited to fulfilling the Public Health Emergency Response grant goals. Responsibilities are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Shall respond to all H1N1 and Influenza related public health emergencies. If called on by DSHS or CDC may have to assist with in the state. Will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Provides public health services under the direction of the Public Health Emergency Response planner and Chief Administrative Officer

Enters data on cases of vaccine adverse effects in the Vaccine Adverse Events Reporting System (VAERS). Follows-up with client on vaccine adverse effects reported to the program

Enters data in Imm Trac and/or the National Epidemiological Disease Surveillance System (NEDSS) as needed

Become familiar with the CDC and DSHS website

Assist with the inventory management system in place to track the receipt, storage, and reordering of a possible vaccine

Assist with verifying immunization providers are stocked with sufficient vaccine to meet their needs, but not over-supplied

Become knowledgeable in the monitoring of doses administered

Become familiar with vaccine storage and handling as defined by state/local requirements

Assist with ensuring private providers comply with data reporting requirements for doses administered

Become familiar with the dispensing and distribution of medication and inventory management of pharmaceutical supplies

Participates in the coordination of laboratory specimen collections with private and/or regional laboratories

Collects epidemiologic data according to general guidelines for routine or special surveillance of influenza

Verifies and inputs vendor data into system

Assists with coordinating resources in a public health emergency

Assures assigned reports are submitted on time

Responsible for answering faxes, pulling records for review by nurse or epidemiologist or as needed by staff when on a telephone call

Public Health Emergency Response member must be available to response in the event of an emergency

Assists in planning, preparing, and disseminating written and oral presentations to the general public health audiences as assigned. Creates fact sheets and/or brochures

Monitors incoming data to ensure accuracy and completeness. Creates database structures and enters data. Performs database quality assurance review measures and data checks. Performs data queries for cleaning data. Maintains hard copy files.

Assists with data analysis. Prepares statistical data reports using a variety of software applications including Word, Word Perfect, Power Point, Excel, EpiInfo, and Access.

Performs other duties as necessary to fulfill Public Health Emergency response grant requirements

EXPERIENCE AND EDUCATION

Must be a Certified Medical Assistant

College level courses in health, science, or nursing is a plus

Minimum two (2) years experience in health, public health, or related work

Official transcript required

CERTIFICATES, LICENSES AND REGISTRATION

Official certifications and/or documents supporting your education and experience

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of H1N1 and Influenza

Ability to maintain confidentiality and knowledge of HIPPA requirement

Knowledge of medical terminology, epidemiology, and Texas public health laws

Ability to work under pressure and time schedule

May be required to work other than normal hours including weekends and holidays

Skill in preparing technical reports in a clear and concise manner

Skill in interpreting diagnostic laboratory results and information from medical charts

Ability to work on multiple projects at the same time

Skill in communicating effectively orally and in writing

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **INFORMATION SYSTEM ADMINISTRATOR**
Grade: 18

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

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

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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of 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 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INFORMATION TECHNOLOGY INFRASTRUCTURE ADMINISTRATOR**
Grade: 16

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INFORMATION TECHNOLOGY MANAGER**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (senior-level) managerial work in an IT environment. Work involves overseeing the daily operations and activities of a county department's IT program(s), establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Organizes and manages major/highly complex information technology projects that are part of the strategic, key technology direction for the county. Responsible for planning, resource and management of overall network administration. Plans, assigns, and supervises the work of others.

EXAMPLES OF WORK PERFORMED

Plan, organize, and manage assigned division to achieve goals within budgeted funds and available personnel

Determine goals and objectives, establish policies and procedures, and delegate assignments to staff as projects dictate

Will design and develop complex enterprise server systems

Plan and establish standards and specifications for network computer systems

Develop strategic plans and policy documents that provide solutions to a wide variety of difficult problems of diverse scope and that ensure enhanced efficiency between internal staff and customer departments

Ensure and monitor adherence to standards and specifications

Develop moderately complex to complex computer systems' applications including the analysis of business

Prepare and present summary reports on division activities

Participate in the development and implementation of IT related policies and procedures

Will be an enterprise lead for LAN management and implementation of enterprise distributed Directory Structure

Will be an enterprise WEB architect for transaction processing systems

Overall responsibility for large LAN/user support environment

Will be operations lead for support functions for enterprise server systems

System programming for complex mid-frame or mainframe server environments

Performs related work as assigned

EXPERIENCE AND EDUCATION

Seven (7) years of technical service experience in the use of computer hardware, software or related field

Experience providing technical support functions or training in an IT environment plus three (3) years IT management experience

Graduation from an accredited four (4) year college or university with major course work in field related to the job

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to understand issues that relate aspects of and/or parts of a project to the overall circumstances and needs of the organization is also required

Ability to understand technical and reference manuals

Knowledge of systems design and development practices, concepts and methods

Able to install, configure and maintain software and hardware connected to a LAN

Must use judgment in determining the most appropriate methods and procedures to complete assignments

Able to clarify and resolve technical and policy issues that arise during the project

Ability to effectively manage and supervise staff

Ability to maintain good working relationships with County employees, representatives of outside agencies, and members of the public

Contact is primarily with county employees, systems and network users, management, vendors and contractors to provide and exchange technical information, to plan and coordinate work activities and to resolve project issues and/or technical 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **INFORMATION TECHNOLOGY NETWORK ADMINISTRATOR**
Grade: 15

Job description under development. If you have any questions please contact the Human Resources Department at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INFORMATION TECHNOLOGY PROJECT ADMINISTRATOR**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INFORMATION TECHNOLOGY SYSTEM ADMINISTRATOR**
Grade: 18

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **INFORMATION TECHNOLOGY SYSTEM SECURITY SPECIALIST**

Job description under development. If you have any questions please contact the Human Resources Department at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INFRASTRUCTURE SPECIALIST**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INSURANCE ANALYST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) insurance work. Work involves overseeing the investigation of possible violations of the Texas Insurance Code, administering and regulating the calculation of insurance rates, reviewing and making recommendations, researching programs for the development of rules, investigating tax claims and complaints, and interpreting insurance policies and procedures. May plan, assign, and/or supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees insurance inspections and investigations, and determines the methods and priorities for securing evidence

Oversees the operations of various departments of companies in conservatorship

Oversees the investigations of insurance business transactions and financial operations, prepares investigative summaries of findings, and develops regulation procedures

Oversees investigations of possible violations of the Texas Insurance Code and agency regulations, and prepares reports of findings as appropriate

Develops and evaluates program activities, recommending operational improvements, budgetary needs, and proposed legislation as appropriate

Reviews and processes rate applications and filings, policy form filings, and rating symbol changes

Reviews and processes rate deviation filings and prepares board orders

Reviews building plans and specifications prior to the start of construction

Reviews licensing and licensing education practices and procedures, making recommendations for improvement as appropriate

Researches problems concerning the development and interpretation of programs, manuals, rules, rates, and policy forms, and makes recommendations for improvement as appropriate

Investigates claims of property damage and personal injury involving the County of Hidalgo

Responsible for receiving and handling claims filed by policy holders, insurance carriers and/or law firms representing claimants

Investigates, analyzes, and determines the extent of liability concerning personal, casualty, property loss or damages and attempts to affect settlement with claimants, insurance carriers and/or law firms

Advises on insurance matters and methods of investigative problem resolution

Prepares natural disaster plans and conducts investigations of related occurrences

Prepares premium and loss accounting records

Recommends and implements disciplinary action procedures for Texas Insurance Code violators

May plan, assign, and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major coursework in insurance, finance, mathematics, business administration, and accounting

Three (3) years of experience in insurance work

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of insurance principles and practices and of the laws and statutes regarding insurance rates and rate modification, workers' compensation, licensing, taxation, and reserve analysis

Skill in the operation of office equipment

Ability to comprehend tax forms and reports; to determine compliance with regulatory rules and statutes; to conduct inspections and investigations; to prepare concise reports; to understand and apply mathematical formulas; to review and evaluate program activities; to audit reports and forms; to communicate effectively; and to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INTEGRATION SPECIALIST**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INTELLIGENCE RESEARCH SPECIALIST**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Will perform journey-level intelligence work; Work involves analyzing and evaluating intelligence materials of highly specialized, particularly sensitive nature.

EXAMPLES OF WORK PERFORMED

Receives a large volume of specialized sensitive information

Organizes and delivers briefing/written packages based on knowledge of specific information needed

Advises on potential information sources within and outside the intelligence community, experts, or in some instances unsecured and covert sources

Prepares guidance or program information regarding intelligence for review

Disseminates acquired intelligence information in response to requests from various agencies in order to aid with criminal investigations

Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information

Contacts or consults with various agencies to obtain intelligence information or gain referrals for research to fulfill requests

Establishes, maintains and updates intelligence databases and files (e.g., security control card, undercover vehicle and officer, concealed weapons permits, informant, etc.) to ensure the accuracy, security and proper dissemination of highly sensitive intelligence information

Reviews files, documents and work progress to ensure completeness, accuracy and compliance with federal, state, local, and Department standards, policies and procedures

Participates in multi-agency task force investigations in and out of County to provide intelligence research assistance to meet the objectives of DPS and other law enforcement agencies

EXPERIENCE AND EDUCATION

Associates Degree in criminal justice or related field

Two (2) years experience with a law enforcement or criminal justice agency

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Able to work with a database or records management program

Knowledge in research techniques and resources

Knowledge in law enforcement and intelligence terminology

Able to organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner

Able to effectively communicate, both orally and written, with all levels to gather and disseminate information and resolve issue

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INTERGOVERNMENTAL AFFAIRS ADMINISTRATOR**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position is a senior level management position involving the responsibility of assisting the County Judge in his capacity as the Intergovernmental Affairs Administrator of the County. The incumbent will be responsible for developing and coordinating the advancement of the County's Legislative Agenda. The I.A. Administrator will also coordinate with internal and external elected officials to assist the County Judge in the management of administrative functions of the County. The I.A. Administrator will coordinate with state legislators, federal legislators, and with federal, state, county and local officials on matters of interest to the County. The I.A. Administrator, in coordination with the County Executive Officer, will insure that the priorities of the County Judge and the Commissioners' Court are implemented and executed. Considerable latitude is given for the exercise of independent judgement. The I.A. Administrator must exercise a high degree of confidentiality.

EXAMPLES OF WORK PERFORMED

Ensure effective implementation of the priorities of the County Judge by planning, directing, and coordinating activities such as media relations, intergovernmental advocacy, economic development, communications, policy development and preparation and analysis of legislation

Serve as liaison to the Executive Office, to County Commissioners, to federal, state and local officials, on behalf of the County Judge

Research major citizen concerns and issues addressed or reported to the Office of the County Judge regarding County operations, policies and procedures, and in coordination with the County Executive Officer will develop recommendations for the County Judge and Commissioners Court

Direct and conduct advanced research for procedural, organizational and administrative studies, and in coordination with the Executive Officer will prepare reports to make recommendations and to propose alternatives

Undertakes research and analysis of policy issues under consideration by the County and prepares recommendations and options

Works with the Executive Officer to prepare appropriate reports or studies to the County Judge and Commissioners' Court on various County management issues and operational activities as directed by the County Judge

Works on special projects as directed by the County Judge

Serves as the liaison to the Regional Mobility Authority, the Appraisal District, and the County's legislative delegation on behalf of the County Judge

Performs all other administrative and managerial duties as assigned

EXPERIENCE AND EDUCATION

This position requires a bachelor's degree from an accredited university or college with a major course work in government, business administration or public administration. An advanced degree such as a Master's will be an asset.

Five (5) to ten (10) years of work experience in federal, state or local government in a management capacity is required.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license and must have liability insurance

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal, state, county and local government operations

Knowledge of the federal and state legislative processes

Skill in communicating effectively with legislators and other elected officials

Skill in developing and communicating policies and procedures

Ability to identify problems and recommend solutions

Ability to address complicated issues and proposed options and alternatives

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 twenty-five (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 that a County employee may 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

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



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INTERNAL AUDITOR III**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **INTERNAL AUDITOR**
Grade: 13

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) auditing work; Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness; May train others; Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Examines the management operations, internal control systems, and accounting records for adequacy, accuracy, and compliance with legal regulations

Identifies and reports questionable or erroneous transactions or recordings

Prepares audit reports of findings, outlines discrepancies, and recommends corrective actions

Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems

Analyzes accounting and management operations systems and identifies internal controls

Verifies and reconciles bank accounts, appropriations balances, fixed assets, and supply inventories

Reviews and evaluates internal control structures

May perform statistical random sampling of data

May perform compliance testing of significant controls to determine electronic system reliance

May conduct special investigations into questionable practices or records

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years of experience in accounting, auditing, or management information systems work

Graduation from an accredited four (4) year college or university with major course work in accounting, business administration, computer or management information systems or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor (CPEA), or Certified Government Auditing Professional (CGAP)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting methods and systems and of generally accepted auditing standards and procedures

Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to communicate effectively, and to evaluate documents for accuracy and legal conformance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INTERNATIONAL BOARD CERTIFIED LACTATION CONSULTANT**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direct supervision of the Registered Nurse IBCLC, performs moderate to high senior level professional lactation consultations independently within the scope of practice attributed to the skills of a International Board Certified Lactation Consultant. Responsible for the implementation of the standards of care and guidelines required to assist breastfeeding mothers in all areas of breastfeeding support, with the purpose to maintain breastfeeding and increase the duration of breastfeeding. Assist Lactation Care Center staff (consultants and peer counselors) and work in cooperation with hospitals, local state WIC Clinics.

EXAMPLES OF WORK PERFORMED

Observes, assesses, plans, performs specific care and evaluates participants' care based on assessments. Provides teaching to clients and their families. Performs all related activities according to acceptable IBCLC evidence based practices and procedures

Coordinates WIC breastfeeding activities within local hospitals and community organizations

Reviews literature and research findings to keep abreast of current lactation protocols and helps to serve as a resource for breastfeeding information to WIC participants, and staff

Demonstrates knowledge of breastfeeding principles, practices, and procedures. Develops individual feeding plan and counsels clients along with support members

Maintains a system which insures the follow-up and continuous care for mothers and infants referred by hospitals, agencies and clinics

Records clients' progress and concerns. Informs clients of available referral services

Helps to collect and monitor Lactation Care Center; Statistics in order to compile reports

Conducts baby behavior and lactation classes as needed

Audits and monitors breast pumps, breastfeeding aids and other breastfeeding materials in the Lactation Center

Participates in community outreach activities to promote Lactation Care services

Attends monthly supervisors' meetings and other required trainings

Perform utilization reviews, analyzes data, and makes recommendations to Registered Nurse/IBCLC

Assists with the training of all staff that provide direct breastfeeding services to participants

Attends work on the regular and predictable schedule in accordance with Hidalgo County leave policy and performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited two (2) year College with a minimum of an Associate's Degree in Health, Nutrition or related field

Two to three years (2-3) of experience providing lactation support and instruction.

Two (2) years of experience may substitute one (1) year of education.

Bilingual preferred (English/Spanish)

CERTIFICATES, LICENSES AND REGISTRATION

IBCLC Certification by International Board of Lactation Consultant Examiners.

Current Immunization Record and an annual Tuberculin test

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide patient care, prepare and maintain follow-up on clients' records, organize, coordinate, and evaluate the Lactation Center activities and delivery of breastfeeding support services

Ability to train all levels of staff

Ability to analyze research data and compile reports

Knowledge and application of computer programs to include MS office software

Ability to plan, organize, schedule, and coordinate resources effectively

Effective oral and written communication skills

Completion of all required WIC modules during the probationary period

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVENTORY SPECIALIST I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) inventory work; Maintains Inventory files pertaining to Machinery and Equipment, Buildings, Roadways, and Other structures such as parks and landfills; monitoring inventory operations for compliance with established procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Maintains accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Maintains Inventory files and prepare monthly reports for Fixed Asset Division and other departments such as Auditors and Budget Office

Conducts (Periodically) physical inventory count and Reconcile with Inventory Books

Prepares estimates of supplies and merchandise needs, and approves requests for replenishing supplies and merchandise

Compiles and maintains an inventory database including pictures of heavy equipment, buildings, roads, and other inventory at management discretion

Disposes of surplus property, and arranges and rotates if necessary

May prepare purchase orders

May operate a forklift

Performs related work as assigned

EXPERIENCE AND EDUCATION

One year (1) of experience in Accounting or Inventory Control

Graduation from a high school or equivalent (GED)

Associate's degree in business or Accounting

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory practices, methods, and procedures

Ability to transfer inventory from one location to another, and review inventory policy for compliance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVENTORY SPECIALIST II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) inventory work; Maintains Inventory files pertaining to Machinery and Equipment, Buildings, Roadways, and Other structures such as parks and landfills; monitoring inventory operations for compliance with established procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Maintains accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Maintains Inventory files and prepare monthly reports for Fixed Asset Division and other Departments such as Auditors and Budget Office

Conducts (Periodically) physical inventory count and Reconcile with Inventory Books

Prepares estimates of supplies and merchandise needs, and approves requests for replenishing supplies and merchandise

Compiles and maintains an inventory database including pictures of heavy equipment, Buildings, Roads, and other Inventory at management discretion

Disposes of surplus property, and arranges and rotates if necessary

May prepare purchase orders

May train others

May operate a forklift

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in Accounting or Inventory Control

Graduation from a high school or equivalent (GED)

Associate degree in business or Accounting

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory practices, methods, and procedures

Ability to transfer inventory from one location to another, and review inventory policy for compliance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVENTORY SPECIALIST III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) inventory work; Overseeing Inventory files pertaining to Machinery and Equipment, Buildings, Roadways, and Other structures such as parks and landfills; monitoring inventory operations for compliance with established procedures; works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Oversees Inventory files and prepare monthly reports for Fixed Asset Division and other Departments such as Auditors and Budget Office

Conducts (Periodically) physical inventory count and Reconcile with Inventory Books

Oversees estimates of supplies and merchandise needs, and approves requests for replenishing supplies and merchandise

Oversees and maintains an inventory database including pictures of heavy equipment, Buildings, Roads, and other Inventory at management discretion

Disposes of surplus property, and arranges and rotates if necessary

May prepare purchase orders

May train others

May assign and/or supervise the work of others

Ensure an efficient system of Inventory management and control, and recommends improvements

Develops inventory control program guidelines and policies

May operate a forklift

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years of experience in Accounting or Inventory Control

Graduation from a high school or equivalent (GED)

Associate degree in business or Accounting

Experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory practices, methods, and procedures

Ability to transfer inventory from one location to another, and review inventory policy for compliance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVESTIGATOR I**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) investigative work; Work involves conducting investigations; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Conducts investigations of alleged violations of laws, rules, and regulations
- Conducts background and personal history investigations, reviews records, and verifies information
- Contacts and interviews potential witnesses
- Evaluates and summarizes investigative findings
- Prepares records, correspondence, and reports
- Assists in preparing and presenting information to appropriate law enforcement agencies
- May assist in collecting data and conducting field studies
- May present testimony and evidence in courts and formal hearings
- May serve subpoenas and make arrests
- Performs related work as assigned

EXPERIENCE AND EDUCATION

- Three (3) to four (4) years of experience in investigative work required
- Graduation from an accredited four (4) year college or university with major course work in criminal justice or a related field
- Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require licensure as an Investigator by the Texas Commission on Law Enforcement

Officers Standards and Education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of investigative principles, techniques, and procedures

Skill in the operation of technical equipment and detection devices

Ability to conduct investigations, to interpret and apply laws and regulations, to conduct interviews and gather facts, to evaluate findings, and to prepare reports

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **INVESTIGATOR II**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LAW LIBRARIAN**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) library work. Work involves conducting research, providing information and materials in response to requests, and acquiring and organizing library resources. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides professional reference and research services and technical assistance to library users

Maintains bibliographic control of library items ordered and received

Conducts comprehensive library research using professional journals, dissertations, and other literature; prepares finding aids and abstracts of materials

Conducts computer-assisted searches of bibliographic and textual databases

Performs cataloging and classification of library materials by subject and description

Assists in the selection and acquisition of data, information, and materials for agency use

Assists in gathering data and preparing statistical reports

May research legal, technical, and policy issues

May provide bibliographic instructions to library users

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience in library work

Graduation from an accredited four (4) year college or university with a graduate degree in library science

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library and reference tools, techniques, and services; of standard research sources; and of computer-assisted search theories and techniques

Ability to conduct searches and evaluations of large amounts of materials and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LAW LIBRARY ASSISTANT**
Grade: 04

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LAW LIBRARY CLERK**
Grade: 01

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LICENSED VOCATIONAL NURSE I**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LICENSED VOCATIONAL NURSE II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position provides routine (journey-level) vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Prepares nursing and medical summaries
- Administers medication orally, rectally, internally, or by injection
- Monitors patients for treatments and procedures
- Monitors patients' temperature, pulse, and respiration
- Collects specimens for laboratory examination
- Counsels patients with specific health goals
- Conducts appropriate screening tests
- Applies principles and practices to assess, prevent, and control diseases
- Maintains records pertaining to medication, deaths, illnesses, and the transfer of patients
- Makes rounds or home visits
- May participate in conducting therapeutic programs
- May train others
- Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience in nursing work

Graduation from a high school or equivalent (GED) or from an approved vocational or practical nursing education program

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LICENSED VOCATIONAL NURSE III**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position provides complex (senior-level) vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers medication orally, rectally, internally, or by injection

Monitors patients for treatments and procedures

Monitors patients' temperature, pulse, and respiration

Collects specimens for laboratory examination

Conducts appropriate screening tests

Applies principles and practices to assess, prevent, and control disease

Maintains records pertaining to medication, deaths, illnesses, and the transfer of patients

Evaluates nursing intervention outcomes, conferring with other health care team members as necessary

Oversees the preparation and maintenance of records and reports

Reviews and assesses patient records

Develops quality assurance programs

Develops in-service training and educational programs

Participates in conducting therapeutic programs

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years of experience in nursing work

Graduation from a high school or equivalent (GED) or from an approved vocational or practical nursing education program

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must be licensed as a Licensed Vocational Nurse by the State of Texas or in a party state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing procedures and techniques

Ability to provide patient medical care, to prepare and maintain records, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) radiological work. Work involves performing a variety of diagnostic x-ray and ultrasound procedures to obtain and record interpretable diagnostic information for medical staff. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Operates radiological, magnetic imaging, and ultrasound equipment to produce images of the body for diagnostic purposes

Coordinates with nursing and medical staff to ensure that appropriate preparatory procedures are performed

Reviews developed x-rays, ultrasounds, sonograms, videotape, or computer-generated information to determine whether images are satisfactory for diagnostic purposes

Uses radiation safety measures and protection devices to comply with policies and regulations and to ensure the safety of patients and staff

Records patient data and treatment records and assists in the preparation of reports

Schedules patients for routine and special radiographic studies

Assists in performing fluoroscopy procedures

Assists in performing specialized radiographic procedures

Assists in reviewing stock levels of needed supplies and equipment

Assists patients to and from treatment areas and positions patients for scan, x-rays, and other diagnostic procedures

May clean, repair, maintain, and make adjustments to instruments and equipment

Performs chest x-rays on pediatric and adult clients

May be required to transport patients to various clinics across the County, occasionally out of County travel is required

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree in radiology or related major

One to three (1-3) years of experience as a radiological technologist, medical assistance or related field

Graduation from a high school or equivalent (GED) plus vocational and/or technical training in radiological work, medical assistance or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Certified as a Limited Medical Radiologic Technologist (LMRT) required

May be required to receive immunizations recommended by the ACIP, ACP, and DSHS based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines)

TB skin testing is required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the techniques and principles of radiography

Knowledge of anatomy and physiology as they pertain to patient positioning in radiology

Knowledge of x-ray film developing process, ultrasound examination procedures, and generation and control of x-radiation as it relates to the techniques and principles of radiography

Skill in the operation and care of x-ray machines, ultrasound equipment, and other related equipment

Ability to administer injections and solutions and interpret x-ray tube rating and cooling charts

Ability to operate computers and related computer applications

Ability to maintain records and to communicate effectively

Ability to work other than normal or scheduled hours including weekends and holidays

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MAINTENANCE I**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level building maintenance and construction work; Work involves assisting in maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain and repair laundry machines, kitchen equipment, boilers, and boiler feed pumps

May mow grass, edge walks and curbs, and trim shrubbery

May repair and upholster furniture

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in building maintenance and repair work

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance, to follow instructions, and to interpret drawings and diagrams

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MAINTENANCE II**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) building maintenance and construction work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment, and operating motorized equipment; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating

Maintains records on work orders or projects

May assist with the maintenance and repair of machinery, equipment, systems, or components

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

May make repairs to telephone systems and install wiring for new installations

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in building maintenance and repair work

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance; to follow instructions; to work from drawings, diagrams, or sketches; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MAINTENANCE III**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and nonferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain records on work orders or projects

May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to five (3-5) years of experience in building maintenance and repair work

Graduation from a high school or equivalent (GED); supplemented by vocational training in a designated trade

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MATERIALS SPECIALIST**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Manage inventory for the Public Health Department. Order, receive and store medical supplies and equipment. Process incoming and outgoing mail and make deliveries for public health sites. Makes decision on selections, establishment and maintenance of inventory control systems. May assist in medical supply bid specifications (coordinates with programs areas) and vendor selection, vehicle fleet recommendations and delivery prioritization.

EXAMPLES OF WORK PERFORMED

Maintains perpetual inventory and accounting of all Public Health Department stock records using computerized system

Receives, and maintains stock room for department's medical supplies and equipment

Delivers mail, supplies and equipment to WIC sites throughout the county

Works with departmental programmatic areas for routine inventory checks and updates

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum of three (3) years warehouse experience

Two (2) years inventory control experience

Knowledge of inventory control methodologies

Excellent organizational skills

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of inventory control methodologies; excellent organizational skills

Spreadsheet and word processing software experience is required

Good verbal and written communication skills required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level maintenance and repair work on automotive equipment or motors; Work involves repairing mechanical units; performing preventive maintenance activities; and servicing automotive equipment and related gasoline, diesel, or alternative fuel engine powered equipment; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Adjusts brakes and carburetors

Installs front wheel bearings, speed heads, radiators, and universal joints

Services, refuels, and changes oil in vehicles

Performs body repair work and touch-up painting

Cleans shop, equipment, and tools

Assists in major repairs, such as overhauling motors and installing clutches

May operate electronic or computerized diagnostic equipment and computer-based technical manuals to identify or verify system and component failures

May inventory parts and equipment

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years experience in motor vehicle repair and maintenance work

Graduation from a high school or equivalent (GED), supplemented by technical courses in automotive maintenance and repair

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of mechanical techniques used in automotive equipment repair and maintenance and of safety practices and principles

Skill in the use of shop tools and equipment

Ability to follow instructions, to make repairs, and to use shop tools and equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC II**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) motor vehicle maintenance and equipment repair work. Work involves replacing or repairing worn or broken parts and coordinating or performing preventive maintenance and service work on automotive and related gasoline, diesel, or alternative fuel engine-powered equipment; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs repairs to vehicles and other equipment, including repairs to computerized automotive systems

Exchanges, rebuilds, and overhauls motors, transmissions, differentials, and other major vehicle components and systems

Requisitions supplies, parts, oils, and fuels; checks deliveries; maintains records of purchases and requisitions; and distributes supplies

Inventories parts and equipment

Maintains records on the operation and repair of vehicles, motors, and other equipment

May assist in the development of training programs

May maintain and repair heavy construction equipment

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience in motor vehicle repair and maintenance work

Graduation from a high school or equivalent (GED) supplemented by technical courses in automotive repairs

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require a certification from the National Institute of Automotive Service Excellence

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of automotive diagnosis, repair, and maintenance techniques; of welding; of departmental policies and record keeping procedures; of fleet management principles; of safety practices and principles used within an automotive repair facility; and of electrical and computerized systems and emission control systems

Ability to maintain accurate records; to follow instructions; to locate and diagnose defective mechanical operations; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MECHANIC IV**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MEDICAL TECHNICIAN I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assist and augment the Registered Nurse (RN) in the performance of clinical duties and treatment of clients. Perform technical nursing functions. Under direction, administer medications and immunizations in the clinic. Assist with medical care documentation and reports. Function autonomously in the absence of the RN within his or her scope of practice/training to provide medical support and to conduct the operations of the medical unit.

EXAMPLES OF WORK PERFORMED

Assists with medical screens and physical exams, i.e., vital signs, height, weight, history

Assists with pelvic exams and STD testing

Draws blood for HIV and DNA testing

Assesses residents' medical complaints and reports to the RN

Treats residents' minor complaints

Prepares and dispenses prescribed medications to residents

Assists the physician with daily clinic activities and directs medical unit in the RN's absence

Sets up and maintains medical files, files drug screens, lab reports, SASSI, TB results, and documents medical records

Keeps statistics on drug screens, number of youth on psychotropic medications

Prepares medical records for youth committed to the Texas Youth Commission

Maintains clinic environment and supplies

Assists with nursing tasks under the supervision of the RN

Under the physician's direction, administers immunizations and other injections as needed

Performs technical testing and lab procedures

Provides health education with job scope and refers appropriately

Records vaccine administration information and prepares report of vaccine usage

Monitors clinic supply inventory; assists with maintaining adequate levels and properly stores and inventories biological and other testing materials

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of college in a related field or equivalent job related work experience

One (1) year hospital experience as a nurse and laboratory technician

Certification required as a Patient Care Technician, Certification as a Phlebotomist, Certification in CPR and First Aid

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make decisions about patient medical conditions in order to make appropriate referrals, including medical emergencies; any questions concerning illness or injury beyond the scope of experience and any questions concerning prescription medications are referred to Supervisor

Position may require professional interaction(s) with the Health Department, Probation Officers, TYC Probation Officer, Patients, Purchasing Agents, Client Family Members, AccuChem Laboratories, Quest Diagnostic, TYC, Private Health Facilities, and Vendors

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MEDICAL TECHNICIAN II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assist and augment the Registered Nurse (RN) in the performance of clinical duties and treatment of clients. Perform technical nursing functions. Under direction, administer medications and immunizations in the clinic. Assist with medical care documentation and reports. Function autonomously in the absence of the RN within his or her scope of practice/training to provide medical support and to conduct the operations of the medical unit.

EXAMPLES OF WORK PERFORMED

Assists with medical screens and physical exams, i.e., vital signs, height, weight, history

Assists with pelvic exams and STD testing

Draws blood for HIV and DNA testing

Assesses residents' medical complaints and reports to the RN

Treats residents' minor complaints

Prepares and dispenses prescribed medications to residents

Assists the physician with daily clinic activities and directs medical unit in the RN's absence

Sets up and maintains medical files, files drug screens, lab reports, SASSI, TB results, and documents medical records

Keeps statistics on drug screens, number of youth on psychotropic medications

Prepares medical records for youth committed to the Texas Youth Commission

Maintains clinic environment and supplies

Assists with nursing tasks under the supervision of the RN

Under the physician's direction, administers immunizations and other injections as needed

Performs technical testing and lab procedures

Provides health education with job scope and refers appropriately

Records vaccine administration information and prepares report of vaccine usage

Monitors clinic supply inventory; assists with maintaining adequate levels and properly stores and inventories biological and other testing materials

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of college in a related field or equivalent job related work experience

Two (2) years hospital experience as a nurse and laboratory technician

Certification required in Patient Care Technician, Phlebotomy, CPR and First Aid

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to make decisions about patient medical conditions in order to make appropriate referrals, including medical emergencies; any questions concerning illness or injury beyond the scope of experience and any questions concerning prescription medications are referred to Supervisor

Position may require professional interaction(s) with the Health Department, Probation Officers, TYC Probation Officer, Patients, Purchasing Agents, Client Family Members, AccuChem Laboratories, Quest Diagnostic, TYC, Private Health Facilities, and Vendors

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MONITOR I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Monitor I position is a technical position requiring experience in general auditing work. The position requires monitoring/auditing of cities, nonprofit organizations and sub recipients that are funded with Urban County Program (UCP) funds. The position requires the review of files and documents to assess compliance with federal rules and regulations and contracts provisions. The Monitor position requires professional conduct, cooperation and tact when dealing with governmental and other business entities.

EXAMPLES OF WORK PERFORMED

Conducts internal audits and prepares reports of department finances and operations including contracting, personnel, purchasing, payroll and fiscal procedures

Develops, plans and coordinates, in conjunction with the Director, the implementation of specialized or non-standard audits; selects audit methods, level and aspects of analysis, and investigative procedures

Surveys and evaluates strengths and weaknesses of internal controls and operational procedures and reports findings to the Director

Develop plans and coordinates implementation of the annual inventory verification; assists in preparation and/or gathering of audit work-papers

Makes recommendations concerning deficiencies found by outside and internal audits

As directed by the Director, conducts reviews to determine if the department and UCP sub recipients are in compliance with federal, state and local regulations in its programs and grants administration

As directed by the Director, may act as liaison for outside agencies, investigating potential illegal activities

Assists the Director or designee in resolving special problems and completing projects which impact and entire department and funding programs

Develops, interprets and applies procedures to maintain required records

Conducts specifically assigned special investigations and compiles information for the Director and prepares formal reports on all investigations

Coordinates the planning and development of the Standard Operating Procedures (SOP's) of the Department; maintains and controls the SOP's central book (s) and the distribution of the individual SOP's

Develops internal policies and procedures for the internal audit and regulatory compliance functions

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Bachelor's degree in Accounting, Public Administration or related field

Four (4) years of auditing experience, or a combination of education and experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of HUD, municipal, State and Department procurement and contracting policies, procedures and practices; knowledge and experience in Accounting Standards for Non-Profit organizations and governmental entities

Considerable knowledge of audit theory, generally accepted accounting principles and practices, basic statistics and computerized management information systems

Considerable knowledge of HUD, State regulations and Department policies procedures and practices pertaining to the various programs, fund accounting, finance, federal procurement, supervisory and communications skills

Skills in analysis and evaluation of internal controls and management procedures

Ability to work independently, objectively and exercise independent judgment

Familiar with American Fundware Software and Microsoft Office Suites, HUD reporting system-IDIS

Must be qualified to be bonded

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MONITOR II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Monitor II position is a technical position requiring experience in general auditing work. The position requires monitoring/auditing of cities, nonprofit organizations and sub recipients that are funded with Urban County Program (UCP) funds. The position requires the review of files and documents to assess compliance with federal rules and regulations and contracts provisions. The Monitor position requires professional conduct, cooperation and tact when dealing with governmental and other business entities.

EXAMPLES OF WORK PERFORMED

Conducts internal audits and prepares reports of department finances and operations including contracting, personnel, purchasing, payroll and fiscal procedures

Develops, plans and coordinates, in conjunction with the Director, the implementation of specialized or non-standard audits; selects audit methods, level and aspects of analysis, and investigative procedures

Surveys and evaluates strengths and weaknesses of internal controls and operational procedures and report's findings to the Director

Develop plans and coordinates implementation of the annual inventory verification; assists in preparation and/or gathering of audit work-papers

Makes recommendations concerning deficiencies found by outside and internal audits

As directed by the Director, conducts reviews to determine if the department and UCP sub recipients are in compliance with federal, state and local regulations in its programs and grants administration

As directed by the Director, may act as liaison for outside agencies, investigating potential illegal activities

Assists the Director or designee in resolving special problems and completing projects which impact and entire department and funding programs

Develops, interprets and applies procedures to maintain required records

Conducts specifically assigned special investigations and compiles information for the Director and prepares formal reports on all investigations

Coordinates the planning and development of the Standard Operating Procedures (SOP's) of the Department; maintains and controls the SOP's central book (s) and the distribution of the individual SOP's

Develops internal policies and procedures for the internal audit and regulatory compliance functions

Performs such other duties as may be assigned

EXPERIENCE AND EDUCATION

Bachelor's degree in Accounting, Public Administration or related field

Six (6) years of auditing experience, or a combination of education and experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of HUD, municipal, State and Department procurement and contracting policies, procedures and practices; knowledge and experience in Accounting Standards for Non-Profit organizations and governmental entities

Considerable knowledge of audit theory, generally accepted accounting principles and practices, basic statistics and computerized management information systems

Considerable knowledge of HUD, State regulations and Department policies procedures and practices pertaining to the various programs, fund accounting, finance, federal procurement and supervisory and communications skills

Skills in analysis and evaluation of internal controls and management procedures

Ability to work independently, objectively and exercise independent judgment

Familiar with American Fundware Software and Microsoft Office Suites, HUD reporting system-IDIS

Must be qualified to be bonded

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MONITOR III**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MULTIMEDIA SPECIALIST I**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **MULTIMEDIA SPECIALIST II**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NETWORK ENGINEER**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NUISANCE ABATEMENT SPECIALIST I**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NUISANCE ABATEMENT SPECIALIST II**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NUTRITIONIST I**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level to routine (journey-level) nutrition work; Work involves planning food selection and nutritional programs; providing counseling, technical assistance, and referrals on nutrition and dietary services; and developing food technology testing procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Develops and implements nutrition care plans based on nutritional need assessments

Provides nutrition education and dietary counseling services

Provides consultation and technical assistance to aid in the development of nutrition education programs

Evaluates data on food market research, food specifications, and nutrition analysis Procedures

Refers individuals to other agencies or institutions for nutrition and dietary services as Appropriate

Conducts sensory evaluations and technical analyses of food products

Monitors food service operations to ensure nutritional, safety, sanitation, and quality standards are met

Assists in developing nutrition education brochures and related materials, and provides nutrition education literature to individuals and groups

Assists in planning and conducting nutrition training sessions

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in dietitian or nutrition work

Graduation from an accredited four (4) year college or university with major course work in dietetics, food and nutrition, food systems management, food science, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require licensure as a nutritionist or dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of food and nutrition, of food systems management, and of food science and technology principles

Ability to counsel on food and nutrition, to develop nutrition care plans, to conduct evaluations of food and nutrition, and to communicate effectively

Ability to find job satisfaction in the growth and development of the program

Participation and representation in community and professional organizations

Good physical and mental health (Immunization Record)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NUTRITIONIST II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) nutrition services work; Work involves reviewing food selection and nutritional programs; monitoring and evaluating programs and services; investigating complaints and deficiencies; and providing counseling, technical assistance, and referrals on nutrition and dietary services; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

Develops nutrition education and training materials, and plans and conducts nutritional training sessions

Interprets nutritional policies, functions, and philosophies for professional and other groups

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Investigates complaints and deficiencies pertaining to dietary and nutrition services

Monitors and evaluates program operations to ensure compliance with federal, state, and local regulations, and to ensure nutritional, safety, sanitation, and quality standards are met

Provides consultation and technical assistance to aid in the development of nutrition education programs

Provides nutrition education and dietary counseling services

Conducts technological testing and analyses of food and compiles findings

Assists in developing departmental policies and procedures

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in dietitian or nutrition work

Graduation from an accredited four (4) year college or university with major course work in dietetics, food and nutrition, food systems management, food science, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require licensure as a nutritionist or dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of food and nutrition, of food systems management, and of food science and technology principles

Skill in interviewing

Ability to counsel on food and nutrition, to interpret laws and regulations, to plan nutrition and dietary services and programs, to plan and conduct food technology and nutrition research, to communicate effectively, and to train others

Ability to find job satisfaction in the growth and development of the program

Participation and representation in community and professional organizations

Good physical and mental health (Immunization Record)

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **OUTREACH SPECIALIST I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists with clerical and referral duties for immunization outreach teams.

EXAMPLES OF WORK PERFORMED

Assists with immunization events, set up and take down

Enters immunization data into registry

Assists with transport of supplies to immunization events

Collects money for immunizations and tally deposits

Provides referrals to clients

Registers clients for immunization services

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum of one to three (1-3) years experience working as a medical assistant

Excess related work experience may substitute for a maximum of one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **OUTREACH SPECIALIST II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Assists with clerical and referral duties for immunization outreach teams.

EXAMPLES OF WORK PERFORMED

Assists with immunization events, set up and take down

Enters immunization data into registry

Assists with transport of supplies to immunization events

Collects money for immunizations and tally deposits

Provides referrals to clients

Registers clients for immunization services

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum of three to six (3-6) years experience working as a medical assistant

Excess related work experience may substitute for a maximum of one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PARALEGAL**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) paralegal work. Ability to conduct legal research, draft pleadings, discovery and correspondence, and use e-filing system in both state and federal courts. Must have good organizational skills and ability to manage a case load/docket and attorney calendaring/scheduling. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Organizes, indexes, and files legal and administrative documents

Perform research on the case, spend time interviewing potential witnesses and parties to the case, and help to prepare arguments and statements that will be given in the courtroom

Answers the phone, providing general information or routing calls as appropriate

Assists in preparing, proofreading, and editing legal and administrative documents

Assists in organizing trial and hearing materials

May check citations of statutes, case notes, and legal references

May transcribe legal and technical dictation and record hearings activities

May assist in preparing responses to legislation inquiries and open records requests

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university

Ten (10) or more years of related experience

Must have professional experience as a legal assistant in area of civil litigation

Legal assistant certification preferred

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal practices and terminology; and of spelling, punctuation, sentence structure, and grammar

Skill in the use of computer and office equipment and reference materials.

Ability to prepare legal correspondence and documents, to take and transcribe dictation, and to maintain files and records.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PARKS FOREMAN**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PAYROLL SPECIALIST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) database administration work as related to payroll functions. Work involves providing for the effective and efficient storage, retrieval, customization, and archiving of data to ensure integrated database systems; recommending, developing, and implementing database policies and procedures; and maintaining data integrity; May train others; Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Installs database software, and assists with analyzing, designing, and maintaining database structures

Performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models

Performs database performance monitoring and implements efficiency improvements

Coordinates and supports migration to new data management system software levels

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

Assists in developing standards, guidelines, and policies designed to ensure the integrity of the database environment

Assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system

Assists with establishing and implementing necessary database security controls

Assists with evaluating and recommending database software packages for potential acquisition

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in computer systems analysis or computer programming, specifically in database design

Graduation from an accredited four (4) year college or university with major course work in computer science, management information systems, or a related field

Education and experience may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices, and techniques of computer programming and systems design; of computer operations, systems, and payroll procedures as related to 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 conduct short-range and long-range project planning studies, to develop reports, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PAYROLL SPECIALIST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs specialized payroll functions. Provides assistance on all payroll operations and activities such as time and attendance system, payroll adjustments, payroll interfaces, garnishments, and payroll runs. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Monitors biweekly time and attendance system reporting, and assists timekeepers and coworkers in solving system problems.

Researches payroll problems and time entry anomalies, identify and calculate payroll adjustments, and process these adjustments through the County's automated systems

Calculates and prepare special payroll checks, including supplemental checks, replacement checks, and check reversals

Performs gross-to-net computations for payroll involving tax exempt and tax deferred deductions, and cash and non-cash benefits

Processes IRS and court orders, including child support garnishments, tax levies, federal bankruptcy orders, and student loan garnishments

Counsels employees on tax options and withholding, garnishment and levy procedures, and payroll deductions

Writes/drafts routine correspondence

Responsible for responding to inquiries and/or requests for data and/or reports

Compiles statistical and payroll data from a variety of sources to provide summaries to other personnel

Consults with a variety of internal and external parties for the purpose of ensuring accurate payroll processing

Reconciles payroll accounts to maintain accurate data

Reviews and corrects amended time sheets

Assists all the departments with corrections to time sheets and other reports

Maintains all records accurately

Will process change of status forms, deduction changes, court orders and verification of employment

Generates payroll reports as needed

Performs related work as assigned

EXPERIENCE AND EDUCATION

Four (4) years of experience in payroll with at least one (1) year experience in government payroll

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Knowledge of payroll, tax programs, and general personnel and payroll policies and procedures

Knowledge of automated accounting and payroll systems

Skill in identifying and resolving problems or situations requiring the understanding of payroll principles and the exercise of good judgment

Able to type sixty (60) words per minute and use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PEER COUNSELOR I**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (entry-level) community counseling work sharing previous experiences relating to the department's program. Provides basic counseling, education and assistance to participants of the program. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Promotes team culture that recognizes, understands, and respects each client's point of view, experiences, and preferences

Provides peer counseling and consultation to individual program participants, families, and/or team staff

Assists in promoting community services and/or counseling to the general public

Ensures accurate, timely, and complete documentation and subsequent data entry when required

Actively participates in the daily check-in meetings, weekly staff meetings, monthly case conferences and all agency staff meetings and trainings

May confers with physicians, nutritionists and nurses regarding the health of clients and their children

Monitors counseling centers to ensure the environment is conducive to promotion of the specified programs needs

Assesses participants problems and provides appropriate referrals

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Depending in program assigned, may provide counseling and education to pregnant and breastfeeding women to encourage initiation and increased lactation during breastfeeding

Performs all other related duties as assigned or required by the department

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Previous experience as a peer counselor related to the department/program

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English and Spanish language

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PEER COUNSELOR II**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) community counseling work sharing previous experiences relating to the department's program. Provides basic counseling, education and assistance to participants of the program. May train and/or supervise others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Promotes team culture that recognizes, understands, and respects each client's point of view, experiences, and preferences

Provides peer counseling and consultation to individual program participants, families, and/or team staff

Assists in promoting community services and/or counseling to the general public

Ensures accurate, timely, and complete documentation and subsequent data entry when required

Actively participates in the daily check-in meetings, weekly staff meetings, monthly case conferences and all agency staff meetings and trainings

May confers with physicians, nutritionists and nurses regarding the health of clients and their children

Increase awareness and support in self-help and/or advocacy organizations that promote the related program

Monitors counseling centers to ensure the environment is conducive to promotion of the specified programs needs

Assesses participants problems and provides appropriate referrals

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Depending in program assigned, may provide counseling and education to pregnant and breastfeeding women to encourage initiation and increased lactation during breastfeeding

May train and/or supervise others

Performs all other related duties as assigned or required by the department

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) to two (2) years of experience as a peer counselor related to the department/program

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certifications in various fields depending on department assigned; if hired by the WIC department, may require a lactation certificate and other continuing education

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English and Spanish language

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Well organized and detail oriented

Ability to understand and adhere to confidentiality laws and expectations

Ability to follow directions from a supervisor

Ability to follow department's policies and procedures

Must have transportation and telephone availability

Skills and competence to establish supportive, trusting relationships and respect for participants' right to self-determination and their personal preferences

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PEER COUNSELOR III**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PEER DAD**
Grade: 03

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Under the supervision of Lactation Consultant or designee, directly responsible for providing breastfeeding promotion, support activities and information to fathers.

EXAMPLES OF WORK PERFORMED

Smile, greet and assist clients as needed. Practices professional etiquette

Counsels fathers and/or expected fathers on a one-to-one basis, or in a group class about breastfeeding and baby care

Distribute and share breastfeeding information to promote breastfeeding in waiting room

Documents breastfeeding assessment and counseling in medical records at Lactation Center, clinics or hospitals

Gives talks or presentations on father-to-father support of breastfeeding to civic, church or other men's groups

Assesses clients concerns, problems and provides appropriate referrals to appropriate health and social services

Uses appropriate counseling techniques/protocols in responding to a variety of culture and family situations

Correct misinformation and myths, which may prevent a father from encouraging his baby's mother to continue to breastfeed and how to deal with male envy of the breastfeeding pair

Give fathers specific ideas on how to become more involved with the breastfeeding experience

Completes lactation educator certification and participates in regular peer counselor meetings

Be knowledgeable of the Breast Pump Program policies and procedures

Networks with other health professionals to promote and support breastfeeding in the community to fathers

Exhibits basic WIC certification knowledge and comprehension

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

High School diploma or equivalent required. 1 year experience in community or social service preferred

When recruiting a Peer Dad the Local Agency shall choose fathers who: a) are receiving WIC or have received WIC b) wife/partner has successfully breastfed at least one baby for six months c) are enthusiastic about breastfeeding and have a desire to share that enthusiasm with other fathers

Bilingual preferred (English/Spanish) read and write

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English and Spanish language plus must be able to communicate with the public

Must have transportation and telephone availability

Available to work on one Saturday per month or at night depending on schedule

Must have a valid Texas Driver's License and maintain an acceptable driving record

Must comply with WIC immunization requirements

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PERSONNEL SPECIALIST I**
Grade: 06

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PERSONNEL SPECIALIST II**
Grade: 08

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PERSONNEL SPECIALIST III**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PERSONNEL SPECIALIST IV**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING ANALYST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

May prepare and monitor performance measures

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years experience in planning and research work

Graduation from an accredited four (4) year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of government organization and administration; and of planning, formulating, coordinating, and implementing methodologies

Ability to evaluate planning material and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING ANALYST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) planning and research work; Work involves developing local, regional, or state plans or programs, developing procedures for implementing plans or programs, and developing procedures for measuring progress made on operational plans or programs; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

Assists with preparing and monitoring performance measures

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years experience in planning and research work

Graduation from an accredited four (4) year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of government organization and administration

Knowledge of principles, objectives, and procedures of governmental planning and programming

Ability to communicate effectively, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING ANALYST III**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (senior-level) planning and research work; Work involves developing local, regional, or state plans or programs, developing procedures for implementing plans or programs, and developing procedures for measuring progress made on operational plans or programs; May supervise the work of others; Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts planning, research projects, and field surveys

Develops procedures for the implementation, administration, and evaluation of plans or programs and measures progress

Develops methodologies and specifications for planning and research projects

Provides technical assistance for planning contracts and reports on planning projects

Prepares and monitors statistical performance measures

Prepares reports

Participates in technical, policy, and interagency planning meetings

Analyzes needs and constructs and implements decision support-based applications

Identifies, defines, and researches issues of strategic importance

Forecasts and monitors program performance objectives

Collects, organizes, and analyzes data required in the development of plans or programs

Reviews and evaluates planning material for contractual compliance

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Over five (5) years experience in planning and research work

Graduation from an accredited four (4) year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of government organization and administration

Knowledge of principles, objectives, and procedures of governmental planning and programming

Ability to communicate effectively and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Entry level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community.

EXAMPLES OF WORK PERFORMED

Assist in conducting on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site and verify if applicable for residential utility connections, etc. and if any subdivision development is being established without the County's acknowledgement

Evaluate compliance state laws and other County ordinances by visual on-site inspections and reviews of development applications

Correctly advise the public regarding development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures with regard to setback violations

Responsible for preparation and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises applicant of any necessary changes, if any, in order to comply with County requirements

Researches demographic and economic information and writes reports for the Planning Director, Planning Commission, and County Commissioners

Effectively and courteously communicates orally and in writing with the public, County officials and employees of the County

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree with course work in regional planning or a related field

One (1) year of progressively responsible experience as a planner

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Must have the ability to read, write, and comprehend English language fluently (Bi-lingual preferred)

Skill in establishing and maintaining good working relationships with other County employees and the public

Skill in collecting, analyzing and interpreting applicable research data and presenting it in a clear and concise manner

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Mid-level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community.

EXAMPLES OF WORK PERFORMED

Conducts on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site and verify if applicable for residential utility connections, etc. and if any subdivision development is being established without the County's acknowledgement

Evaluate compliance with state laws and other County ordinances by visual on-site inspections and reviews of development applications

Correctly advise the public regarding development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures with regard to setback violations

Oversees preparation and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises applicant of any necessary changes, if any, in order to comply with County requirements

Researches demographic and economic information and writes reports for the Planning Director, Planning Commission, and County Commissioners

Effectively and courteously communicates orally and in writing with the public, county officials and employees of the County

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree with course work in regional planning or a related field

Two (2) years of progressively responsible experience as a planner

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Must have the ability to read, write, and comprehend English language fluently (Bi-lingual preferred)

Skill in establishing and maintaining good working relationships with other County employees and the public

Skill in collecting, analyzing and interpreting applicable research data and presenting it in a clear and concise manner

Must be able to work effectively with minimal supervision and to take initiative in problem solving

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Senior-level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community. May supervise the work of others.

EXAMPLES OF WORK PERFORMED

Oversees and conducts on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site and verify if applicable for residential utility connections, etc. and if any subdivision development is being established without the County's acknowledgement

Evaluate compliance with state laws and other County ordinances by visual on-site inspections and reviews of development applications

Correctly advise the public regarding development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures with regard to setback violations

Oversees preparation and distribution of agendas for public meetings and prepares accurate legal notices for public hearings and other matters requiring notifications

Reviews development plans, prepares staff comments, and advises applicant of any necessary changes, if any, in order to comply with County requirements

Researches demographic and economic information and writes reports for the Planning Director, Planning Commission, and County Commissioners

Effectively and courteously communicates orally and in writing with the public, county officials and employees of the County

Promptly obtains and provides accurate and complete information when requested by members of the public and officials and employees of the County

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's degree with course work in regional planning or a related field

Three (3) years of progressively responsible experience as a planner

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Must have the ability to read, write, and comprehend English language fluently (Bi-lingual preferred)

Skill in establishing and maintaining good working relationships with other County employees and the public

Skill in collecting, analyzing and interpreting applicable research data and presenting it in a clear and concise manner

Must be able to work effectively with minimal supervision and to take initiative in problem solving

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLANNING INSPECTOR IV**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLUMBER I**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs skilled/full journey level duties under limited supervision to install, repair, or maintain plumbing system (i.e. Water, drain, and gas) systems in County owned and maintained buildings.

EXAMPLES OF WORK PERFORMED

Trouble shoots plumbing problems and performs general maintenance and repairs for all boilers, hot water tanks, steamers, heaters, dishwashers, and related items/devices in the County

Installs and repairs gas and waterlines and drains and sewer lines; Checks and repairs gas leaks

Repairs breaks in underground water and drain lines; May install and repair sprinkler systems

On call for emergency repairs of plumbing and sewage systems

Unstops drain lines

Installs, repairs, replaces faucets, sinks, toilets, showers, and other plumbing fixtures

Winterizes buildings (if needed) to limit freeze damage to plumbing systems

Performs preventive maintenance on all plumbing (water, gas, and sewer) equipment, fixtures, etc. and eliminates severe problems that could be the cause of major down time

Informs supervisor of parts, equipment, and other supplies that are necessary to do the job

Keeps necessary parts and supplies on hand for common projects

Cleans work area and maintains plumbing shop and tools, including assigned vehicle

Performs other duties as assigned

EXPERIENCE AND EDUCATION

Journeyman's Plumber's License

Three to five (3-5) years in the plumbing field in commercial plumbing maintenance and/or repair

CERTIFICATES, LICENSES AND REGISTRATION

Acceptable driving record required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PLUMBER II**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **POOL ATTENDANT**
Grade: 03

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs light clerical duties, responsible for daily attendance figures and receipts, maintains daily log of activities. This is a temporary position.

EXAMPLES OF WORK PERFORMED

Maintains daily activity log sheets including daily attendance logs

Performs light bookkeeping and accounting work such as tabulating daily attendance receipts, maintaining employee sign-in and sign-out sheets

May be required to attend training meetings from time to time and work extra work hours as deemed necessary

May maintain an inventory of supplies and equipment and shall inform Parks Foreman/Director of inventory status to enable Foreman/Director to order replacements as needed to insure adequate stock

Regular attendance is a must

Ability to work well with others

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Should have experience in a public recreation facility setting including log-keeping and daily attendance receipt tabulations

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to use office equipment, such as copier and calculator

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge of personal computer and software

May be required to utilize personal automobile on office related business

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROBATE AUDITOR**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROCUREMENT SPECIALIST I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level purchasing and procurement work. Obtains product and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most desirable suppliers. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Assures all purchases comply with State Statutes and with County Purchasing Policies and Procedures.

EXAMPLES OF WORK PERFORMED

Analyzes department requisitions & vendor quotes to determine which vendor has provided their products & services at a best value for the county

Assures that commodity expenditures comply with state statutes and county policies regarding competitive bidding

Assists departments with selecting the best procurement method such as County Contract, Cooperative Contract, Exemption, Sole Source, or Open Market

Confirms price verification between vendor quotes and cooperative contract pricing

Maintains an efficient review and approval process of all requisitions in order to meet the product & service demands of all county departments

Creates and submits agendas to Commissioners Court for department equipment lease & rental agreements and for purchases exceeding statutory purchasing limits

Maintains an organized, physical and electronic filing system of all procurement documentation

Assists Buyers and Contract Managers with existing county contracts to ensure accurate bid specifications

Assist Department Clerks & Accounts Payable Auditors with resolving invoice discrepancies to ensure prompt payment for all purchase orders issued

Attends interdepartmental planning & training meetings to maintain knowledge of all Policy & Procedural changes and updates.

May assist with determining operational minimum and maximum inventory levels

May assist with negotiating settlement complaints and resolving disputes

May assist in monitoring legal and regulatory requirements pertaining to purchasing and procurement

Performs all other duties related to the operation of the Purchasing Department as assigned or as required

EXPERIENCE AND EDUCATION

Associate's degree or equivalent in a business related field from an accredited college or university

Minimum of two (2) years experience in related field

Two (2) years experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Public Purchasing Certification preferred

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and accounting

Skill in problem solving and in the use of a computer and applicable software

Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively

Knowledge and experience in Excel, Word, Outlook, Explorer, and computerized purchasing system required

Excellent written and verbal communication skills required

Proper Interaction with Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROCUREMENT SPECIALIST II**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) purchasing and procurement work. Obtains product and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most desirable suppliers. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Assures all purchases comply with State Statutes and with County Purchasing Policies and Procedures.

EXAMPLES OF WORK PERFORMED

Analyzes department requisitions & vendor quotes to determine which vendor has provided their products & services at a best value for the county

Assures that commodity expenditures comply with state statutes and county policies regarding competitive bidding

Assists departments with selecting the best procurement method such as County Contract, Cooperative Contract, Exemption, Sole Source, or Open Market

Confirms price verification between vendor quotes and cooperative contract pricing

Maintains an efficient review and approval process of all requisitions in order to meet the product & service demands of all county departments

Creates and submits agendas to Commissioners Court for department equipment lease & rental agreements and for purchases exceeding statutory purchasing limits

Maintains an organized, physical and electronic filing system of all procurement documentation

Assists Buyers and Contract Managers with existing county contracts to ensure accurate bid specifications

Assist Department Clerks & Accounts Payable Auditors with resolving invoice discrepancies to ensure prompt payment for all purchase orders issued

Assists with emergency purchases

Assists with determining operational minimum and maximum inventory levels

Assists with negotiating settlement complaints and resolving disputes

Assists in monitoring legal and regulatory requirements pertaining to purchasing and procurement

Attends interdepartmental planning & training meetings to maintain knowledge of all Policy & Procedural changes and updates

Performs all other duties related to the operation of the Purchasing Department as assigned or as required and assists Immediate Supervisor with all duties assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in business, public administration or a related field is generally preferred

Bachelor's degree or equivalent in a business related field

Minimum of four (4) years experience in related field

Four (4) years experience maybe substituted for two (2) years of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Certified Texas Purchaser (CTP) or Certified Texas Purchasing Manager (CTPM)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and accounting

Skill in problem solving and in the use of a computer and applicable software

Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively

Proper Interaction with Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROCUREMENT SPECIALIST III**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM COORDINATOR I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level technical assistance regarding program rules and regulations. Work involves coordination of assigned program in the County's departments. Responsible for coordination of a variety of community activities and programs.

EXAMPLES OF WORK PERFORMED

Develop and implement a variety of programs, projects and activities

Coordinate with existing organizations to address community economic or social service needs

Conducts needs assessments and meets with community residents, leaders and community groups to identify needs and available resources

Collaborate with other organizations to plan and develop programs and activities or improve coordination of existing services offered by the County

Research funding sources, develop short and long range plans, and compile informational reports

Assists in the development and monitoring of project and/or program budgets

Assists in the development and implementation of operating policies and procedures

Assist in maintaining, performing and reviewing all related duties to projects such as surveys, requests for payments, procurement compliance, site visits and inspections, reviews specs and plans, bid process, etc.

Assist in preparing and recommending approval of project eligibility, environmental review, and citizen participation documents

Chart project progress and program compliance

Assists in preparing monthly, quarterly, and annual activity reports

Maintains project files

Assists in the preparation of public notices and in conducting public meeting

Ability to work well with others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in administration of community program funds or work in the municipal or county environment

Graduation from an accredited college or university with a Bachelor's in Political Science, Business Administration or related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in interpreting federal rules and regulations

Good verbal and written communication

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of MS Word, Excel and 10-key calculator

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM COORDINATOR II**
Grade: 12

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER I**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.

HIDALGO COUNTY DOMESTIC RELATIONS OFFICE

PROGRAM MANAGER II, DOMESTIC RELATIONS

GENERAL DESCRIPTION

Responsible for oversight of Domestic Relations Services, including quality assurance of services. Works collaboratively with judges, attorneys and other mental health professionals. Responsible for monitoring and overseeing the dissemination of court ordered Social Studies pertaining to custody and access issues, which will generally be triggered by Suits Affecting Parent-Child Relationships (SAPCR). Supervises and assesses the qualifications of mental health professionals for completing Social Studies pertaining to SAPCR cases. Responsible for delegating responsibility for completion of the evaluations and monitors the timely completion of these evaluations. Participates in other functions of the DRO, such as assistance in monitoring the provision of therapeutically supervised visitation and family assessment and triage. Conducts and participates in the expansion, evaluation and development of services provided through the Domestic Relations Office.

EXAMPLES OF WORK PERFORMED

Responsible for oversight of Domestic Relations Services, particularly those related to court-ordered services for issues pertaining to custody and access in Suits Affecting Parent-Child Relationships

Works collaboratively with judges, attorneys and other mental health professionals

Makes frequent contact with other County employees, service providers, members of the judiciary, and the general public and department heads; Communication is primarily face-to-face, via telephone, via e-mail and written correspondence

Evaluates services purchased through the Domestic Relations Office

Responsible for assigning, monitoring, ensuring the timely completion and overseeing the dissemination of court-ordered Social Studies pertaining to custody and access issues, which will generally be triggered by Suits Affecting Parent-Child Relationships

Assesses, on an ongoing basis, the qualifications, professional expertise and work product of mental health professionals, who provide services under the auspices of the Domestic Relations Office, for completing Social Studies pertaining to SAPCR cases

Participates in other functions of the DRO, such as monitoring therapeutically supervised visitation and family assessment and triage

Knowledgeable regarding issues pertaining to child development concerns, marital conflict, family dynamics, domestic violence, paternity issues, adoption issues, and other

Compiles and prepares reports for the Hidalgo County Commissioner's Court and the Domestic Relations Advisory Board

Develops and recommends other program-specific initiatives to the Domestic Relations Advisory Board

Periodically monitors case-related courtroom testimony

Assists in the conceptual development of grant applications for funds from public and private sectors

Consults with, and maintains accessibility to, Hidalgo County Commissioner's Court and the Domestic Relations Advisory Board regarding complex and or sensitive cases

Other duties may be assigned

May be required to work more than 40 hours during the workweek

SUPERVISORY RESPONSIBILITIES

Job has significant impact on division operations. Employee receives general supervision when performing the essential functions. Employee selects appropriate procedures required to complete work assignments. Initiative is frequently required to complete work assignments.

Supervises office assistant staff, including assigning and reviewing work, conducting performance reviews, and recommending personnel actions such as hiring, transferring, promoting, disciplining, or dismissing employees.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Juris Doctorate or Master's Degree in Social work, Psychology, Mental Health Services, Counseling or other related field

Must possess expertise in working with children and families who have been involved in difficult situations involving family violence, family law court proceedings, divorce, separation, custody disputes and paternity issues

Must have completed a minimum of ten (10) court-ordered evaluations or have experience in testifying in disputed SAPCR related cases

Must be sensitive to issues related to cultural diversity

Expert judgment is required in performing quality assurance of assessments pertaining to custody and access issues, compiling data and accurately completing reports

Initiative and professional discretion are frequently required to complete work assignments

Must be able to make decisions regarding individual work priorities

Certificates, Licenses, Registrations

Must clear and maintain a favorable background investigation, including criminal, and must clear a pre-employment physical

Must have a current valid Texas motor vehicle operator's license

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Must comply with all relevant county policies and procedures

Knowledge, Skills, and Abilities

Must have considerable knowledge of Texas Family Code

Must have knowledge regarding issues affecting children and families who have been involved in difficult situations involving family violence, family law court proceedings, knowledge of court protocol; mediation and behavior modification techniques; knowledge of DSM-IV; divorce, separation, custody disputes and paternity issues

Must be knowledgeable regarding factors affecting quality of social studies pertaining to SAPCR cases and assessments pertaining to custody and access issues

Must have good working knowledge of principles of supervisory management

Skill in supervising professional and clerical employees

Skill in dealing with hostile or violent individuals

Must have interpersonal skills to interact effectively with the general public and to deal with families in crisis

Skill in operating a personal computer and basic office equipment and word processing

Skill in work organization and managing multiple priorities

Skill in forming assessments of quality of assessments and studies

Skill in assessing qualifications of contracted mental health professionals

Oral and written communication skills

Ability to compile, organize and report information accurately

Ability to present data in a clear concise manner, using charts, graphs and visual display

Ability to establish and maintain effective working relationships with other employees, co-workers, other county departments, judges, service providers and the general public

Ability to communicate effectively, both orally and in writing

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

Department of Human Resources

Job Title: **PROGRAM MANAGER II, DOMESTIC RELATIONS**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER II, ECONOMIC DEVELOPMENT**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER II, SPECIAL PROJECTS**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER II, SYSTEMS SUPPORT**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER II**
Grade: 15

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER III, NUISANCE ABATEMENT**
Grade: 17

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM MANAGER III**
Grade: 17

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine planning, research, and training for implementation of all program criteria and contractual compliance. Develops and formulates plans for program curriculum, develops procedures for implementation of services, and develops procedures for measuring progress made on operational plans or programs. Will train staff and formulate learning objectives and developing methods for assessing training effectiveness. May conduct local specialized trainings for networking and outreach for program specific purposes. Volume of work may increase at peak seasons and will require that work schedule accommodates for plans and procedures for on-going changes and/or updates, funding related issues, and/or compliance measures. Will assist in the development and enhancement of program procedures for the Case Management Component (CMS), as well as any future modifications to existing components. Assist in the development of the fundamental structure and guidance for a Central Client File System and Quality Assurance.

EXAMPLES OF WORK PERFORMED

Develops and/or assists in developing procedures for implementing plans or programs and for measuring progress

Collects, organizes, and analyzes data required in the development of plans or programs, and prepares progress reports

Participates in planning conferences

Reviews and evaluates planning material or curriculum for contractual compliance

Compiles and revises training content and methodologies as needed

Compiles reports on training programs and maintains training records

Assesses and analyzes training needs

Develops and /or assists in establishing curriculums and course outlines; selects appropriate instructional methods; and develops training aids, manuals, and other materials

Coordinates and presents technical training on approved curriculums, plans, and/or other course outlines for staff development

Will oversee the development and enhancement of the Case Management Component and contractual obligation for procurement compliance

Will provide a plan of action for a central client file system along with quality assurance aspects

Performs related work and any additional duties as assigned

EXPERIENCE AND EDUCATION

Graduate from an accredited four (4) year college or university with major course work in organizational and staff development, Social Work, Business Administration or related field

Must have at least four (4) years of direct experience in program development, staff development and training, writing and formulating plans, establishing program curriculum, and contract analysis

Ability to formulate learning objectives; to create and evaluate training objectives, requirements, and effectiveness of delivery; to communicate effectively; and to assess training needs

Must be computer knowledgeable and technically fluent in modern training modalities

Must speak and write proficiently in English and Spanish

Must be prepared to travel

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have working knowledge of business English, Spelling, and Arithmetic; office practices and procedures; departmental rules and regulations

Ability to understand and carry out oral and written instructions and to request clarification when needed

Must demonstrate sound organizational skills

Must be a self-starter, people oriented, and demonstrate a strong willingness to follow instructions

Employee may be assigned to other duties, or work areas, in addition to those listed; duties may change according to the changing needs and public demand of the service area

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PROGRAM SPECIALIST II**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC AFFAIRS SPECIALIST**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under limited supervision, the Public Relations Specialist I position is responsible for coordinating the effective communication of Hidalgo County Precinct or department business and activities to constituents, to community groups, to other local agencies, and to the local media.

EXAMPLES OF WORK PERFORMED

Researches local media for relevant articles or interview and for opportunities to place articles about the precinct or department and its accomplishments

Researches and prepares reports and presentations for the precinct/department

Writes, edits and promotes monthly or periodic internal and external precinct/department newsletters

Coordinates and prepares material for special events, such as community meetings, health affairs, and related activities

Develops and implements special communications designed to educate or inform constituents and community groups about programs, and services provided by the County or the Precinct

Manages constituent related front office activities, such as complaints, correspondence, and other similar administrative and customer support functions

Perform all other related duties as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree in Journalism, English, Public Relations, Marketing, or related field

One (1) year of experience involving public relations and writing for publications, or an equivalent combination of education and experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, methods and practices involved in presenting information through public news media or other publications

Knowledge of English grammar, various communication media uses, format requirements, audiences, etc.

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Knowledge of research methods and practices

Knowledge of federal and state grant guideline a plus

Knowledge of community resources and organizations

Skill in effective writing for publication purposes

Skill in establishing and maintaining cooperative working relationships with other employees, departments, representatives from the media, civic groups and public

Ability to conduct research and to prepare analyses and reports

Ability to compose and produce a variety of informational material for release to media or publications

Ability to communicate complex ideas effectively both orally and in writing

Ability to make presentations to special interest groups, employee groups and the general public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC DEFENDER I**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level legal research and indigent representation duties; Conducts both client and witness interviews, works with staff investigators to investigate cases, and files pretrial motions and litigating motions. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Review facts and circumstances of assigned cases to determine appropriate action; research statutory and case law to prepare defense of assigned clients' cases

Advises staff and the public on legal matters and the interpretation and application of County laws and regulations

Negotiate settlements on behalf of assigned clients

Assists in identifying appropriate sentencing alternatives for clients

Prepares legal opinions, briefs, proposals, and reports necessary to conduct litigation and/or proceedings in related forums

Investigates alleged law violations and prepares reports of findings

Researches points of law involved in hearings to determine the validity and completeness of cases cited

Assists in conducting administrative, regulatory, evidentiary, and enforcement hearings

Assists in preparing cases for court trial and in representing the County in matters before court as appropriate

May draft or assist in drafting bills and amendments for legislative consideration

May represent clients in misdemeanor cases

Performs related work as assigned

EXPERIENCE AND EDUCATION

Experience in legal work, primarily in legal research and litigation

Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree

Member must be in good standing with the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a license to practice law in the State of Texas

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Ability to comprehend and analyze complex legal issues and complicated factual details

Ability to work effectively with others as well as work independently, without close supervision

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively

Bilingual (Spanish and English) with ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC DEFENDER II**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine legal representation as a court appointed attorney for indigent clients. Work involves examining and preparing legal documents, rendering legal advice and counsel, conducting hearings, and assisting in preparing cases for trial; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Advises staff and the public on legal matters and the interpretation and application of County laws and regulations

Prepares legal opinions, briefs, contracts, proposals, and reports

Conducts or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings

Negotiate settlements on behalf of assigned clients

Researches points of law involved in hearings to determine the validity and completeness of cases cited

Investigates alleged law violations and prepared reports of findings

Review cases to determine if pretrial motions must be filed

Assists in preparing cases for court trial and in representing the County in matters before court as appropriate

Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing witnesses to ascertain the facts of a case

Represents clients in court for misdemeanor cases; may represent clients in court for felony cases

May draft or assist in drafting bills and amendments for legislative consideration

May provide research for policy and process questions

May serve as a liaison with complainants to be represented in an administrative hearing or with their authorized representatives

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum one (1) year of experience practicing law with litigation experience

Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree

Member must be in good standing with the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a license to practice law in the State of Texas

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Ability to comprehend and analyze complex legal issues and complicated factual details

Bilingual (Spanish and English) with ability to converse fluently in both languages

Ability to work effectively with others as well as work independently, without close supervision

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC DEFENDER III**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provides advance legal representation as a court appointed attorney for defendants charged with criminal offenses. Represents indigent clients accused of criminal violations in the phases of complex cases involving criminal defense; assists in providing work direction to other attorneys as assigned. Provides oversight to subordinate staff; will serve as a lead capacity, advising other attorneys while being assigned the more complex and difficult cases.

EXAMPLES OF WORK PERFORMED

Assists in the planning, development, implementation and review of departmental policies and procedures and ensures activities are consistent with goals and objectives

Assists in the direction and oversight of subordinate staff within the department; makes recommendations regarding performance evaluations and/or disciplinary actions

Assists in providing work direction to other attorneys as assigned; lead other attorneys assigned to complex cases

Provides technical expertise and work direction to other attorneys as assigned; lead other attorneys assigned to complex and/or controversial cases

Conducts research and responds to inquiries regarding legal issues related to criminal law from other departments and/or other external agencies

Advises staff and the public on legal matters and the interpretation and application of County laws and regulations

Prepares legal opinions, briefs, contracts, proposals, and reports

Conducts or assists in conducting administrative, regulatory, evidentiary, and enforcement hearings

Negotiate settlements on behalf of assigned clients

Researches points of law involved in hearings to determine the validity and completeness of cases cited

Investigates alleged law violations and prepared reports of findings

Review cases to determine if pretrial motions must be filed

Assists in preparing cases for court trial and in representing the County in matters before court as appropriate

Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing witnesses to ascertain the facts of a case

Represents clients in court for complex criminal cases

Serves as a liaison during community/business gatherings with other County departments, including external groups and organizations

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience practicing law with litigation including a minimum of one (1) year of supervisory experience

Graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree

Member must be in good standing with the State Bar of Texas

CERTIFICATES, LICENSES AND REGISTRATION

Must possess a license to practice law in the State of Texas

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules related to the County

Ability to comprehend and analyze complex legal issues and complicated factual details

Bilingual (Spanish and English) with ability to converse fluently in both languages

Ability to work effectively with others as well as work independently, without close supervision

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PUBLIC HEALTH INFORMATION TECHNICIAN**
Grade: 09

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Under supervision of the Chief Administrative Officer, Director of Operations and Planning Coordinator; participates as a member of the Public Health Emergency Response Division. Performs technical automated data systems support work by way of several different software applications. Work involves data collection and entry into various database software packages including in-house and State provided systems. Provides user training on different software applications both commercial and those developed in-house. The work involves research, analysis, writing, editing, production and coordination of materials to inform and educate the public about public health emergency preparedness and response. Responsibilities are performed with minimal supervision and with considerable latitude for use of initiative and independent judgment. Shall respond to all H1N1 and Influenza related public health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Collection and entry of H1N1 related data

Implement in-house vaccine inventory system for vaccines and vaccine related supplies

Maintain remote temperature monitors in vaccine refrigerators

Maintain database of vaccine doses administered

Works closely with the Public Health Advisor for data collection from private providers

Data entry into GIS mapping system

Use desktop publishing software to design public information literature

Train staff on use of vaccine inventory system

Other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Graduate of a two (2) year college program

Two (2) years of experience in data collection/entry working environment in lieu of each year of education

Certification or documents required on education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Microsoft Windows XP or newer

Knowledge of SQL queries

Ability to speak both English and Spanish

Ability to provide services in other areas as needed

Ability to work unusual hours as needed

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH PLANNER I**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance (senior-level) public health preparedness work planning, preparing and evaluating all-hazard bioterrorism and emergency preparedness activities; Coordinates and provides technical assistance to program staff, governmental agencies, and community organizations; Works under minimal supervision, with moderate latitude for the use of initiative and independent judgment. Participates as a member of the Public Health Preparedness Response Team (PHPRT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state. Will be required to be "on-call" as assigned or during an event.

EXAMPLES OF WORK PERFORMED

Monitors and evaluates the effectiveness and impact of targeted public health preparedness plans and other emergency programs

Develops, writes, and maintains Hidalgo County Health Department's emergency operation plans including the crisis and emergency risk communication (CERC), All Hazards, Mass Prophylaxis, PODS, Influenza, and any related plans which support Annex H.

Reviews specialized studies and reports, formulates comments and summarizes content, providing emergency planning recommendations

Coordinates with County departments and/or other local, state, and federal emergency management organizations in continual development and review of effective emergency preparedness and response activities

Responsible for the evaluation, analysis and submittal of all required reporting related to public health preparedness planning including the completion of all required AAR's – After Action Reports

Revises disaster response plans as needed

Analyze the application and variations of public health preparedness programs and develop action plans to improve or initiate additional emergency activities

Identifies preparedness planning needs to meet the requirements of the response plans and exercises

Responsible for developing, maintaining, and coordinating preparedness exercises following federal, state, local and/or grant requirements

Formulates standards, and policies for the effective and efficient rendering of public health preparedness plans

Develops training and informative material, and presentations relating to public health preparedness as required

Provides training in relation public health emergency planning when necessary

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in social services, public health, or a related field

Minimum of two to three (2-3) years of experience in emergency preparedness activities, public health, or related field

Two (2) years of experience may substitute one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Current CPR certification

ICS 100, 200, 300, 400 certified

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to be self-motivated, work independently, and have excellent writing and oral skills

Must have established expertise in emergency preparedness plan development

Knowledge of local, state and federal laws related to public health

Proficient knowledge in emergency preparedness plan development

Knowledge of the Public Health Preparedness and Response and other key public health preparedness activities and initiatives

Ability to interpret public health laws and regulations

Knowledge in developing integrated medical and public health delivery system in emergency preparedness and response activities

Ability to write, analyze and evaluate public health needs, develop and evaluate policies and procedures, and prepare reports

Ability to communicate effectively, and work with others

Bilingual (Spanish and English) with ability to converse fluently in both languages

May be required to work other than normal hours including weekends and holidays

Skill in the operation of computers and applicable computer software

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

IMMUNIZATION/TB SCREENING REQUIREMENTS

Employee may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or other vaccines) TB skin testing may be required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH PLANNER II**
Grade: 14

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH PREPAREDNESS COORDINATOR**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Partner with internal and external professionals to design, implement and evaluate health education initiatives targeting at-risk populations. Address community needs for health education related to health promotion and prevention, with particular emphasis on youth lifestyle and wellness, and tobacco awareness and cessation. Select and expand resources for community-wide health education.

EXAMPLES OF WORK PERFORMED

Supervises health educator(s), health instructor(s) and may lead clerical staff activities in completion of duties when directed by higher level management personnel

Collaborates with community-based organizations to design and implement prevention education programs

Plans and makes culturally sensitive presentations on a variety public health issues to include terrorists threats and public health emergency situations

Collaborates internally and externally to create educate materials targeting priority community health concerns

Participates on teams to prepare grant applications for health education initiatives

Provides internal and external technical assistance towards planning events and activities for Public Health Month

Coordinates the Adolescent Tobacco Cessation Program (ATCP)

Assists with recruitment and training of health educators and health instructors

Recruits and trains volunteers for tobacco and other community-based health prevention programs

Evaluates effectiveness of internal and external health education programs and recommends modifications

Coordinates the Department's Speakers Bureau and selects appropriate materials

Assists the Division Manager with research of best practices of health prevention strategies for behavior risk reduction

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree in Public Health, Health Promotion and Education or related field

MPH or Master's degree

Minimum of three to five (3-5) years experience in Health Education Program Development and related activities

One (1) year of supervisory experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in Health Education Program Development, outreach activities and collaboration with agencies with a common interest in prevention

Bilingual (Spanish and English) with ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provides clinical and administrative support to the Epidemiology surveillance functions. Makes field visits to surveillance sites to collect specimens or testing. Responsible for maintaining inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological samplings. Provides field- and office-based assistance to investigations of health threats. Essential duties also include educating partners about proper specimen collection and storage techniques and all aspects of shipment of specimens to State or other laboratories when indicated. Assists with the electronic data entry of reportable diseases. Involved in outreach and educational functions in the community as specifically assigned.

EXAMPLES OF WORK PERFORMED

Makes field visits to disease surveillance sites to distribute specimen collection kits, e.g., for influenza, and picks up and delivers specimens to regional laboratory for testing

Collects, transports and delivers enteric and other biological samples for laboratory testing

Maintains database of records of specimens collected

Maintains inventory of specimen collection kits and related supplies for enteric samples, influenza testing and other biological sampling

Educates partners about proper specimen collection and storage techniques

Prepares, packs and completes forms for shipment of specimens to State laboratory, if necessary, and assists in completing lab forms, taking samples to lab and retrieving results

Performs outreach and educational functions in the community as specifically assigned

Performs tasks as assigned to support case and outbreak investigators including collection of specimens and gathering data

Assists with the maintenance of the electronic database of reportable conditions
Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Current licensure or certification in a health discipline from an accredited program

Minimum of two (2) years work experience in a healthcare setting

Experience with biological specimen collection and processing

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Data entry and skilled in use of Microsoft Windows and other basic Microsoft Office applications

Good verbal and written communication skills required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH SPECIALIST II**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH SPECIALIST III**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PUBLIC HEALTH TECHNICIAN II**
Grade: 11

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs complex (journey-level) public health work. Work involves conferring with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of diseases and injuries. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Confers with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of communicable and chronic diseases

Serves as a public resource in creating awareness of health problems and programs

Disseminates information on public health and health education programs

Participates in planning and conducting health training courses

Evaluates training and education needs to promote the acceptance of public health programs

Conducts inspections, surveys, and licensing functions

Assists in evaluating the effectiveness of educational programs

Assists in formulating definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

May evaluate work to improve efficiency and determine program effectiveness

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three to four (3-4) years of experience in public health work or related field

Graduation from an accredited four (4) year college or university with major course work in social services, public health, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures

Ability to interpret public health laws and regulations; to communicate effectively; and to analyze and evaluate public health needs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PUBLIC HEALTH TECHNICIAN III**
Grade: 13

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs advanced (senior-level) public health work. Work involves preparing goals and objectives for health education programs, evaluating the effectiveness of educational programs, and recommending courses of action for the correction of public health law or regulation violations. 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

Prepares goals and objectives for health education programs

Monitors procedures for efficiency, and analyzes data for planning and coordinating public health education programs

Coordinates the non-medical portions of public health programs

Formulates definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

Recommends courses of action for the correction of public health law and regulation violations, and initiates and pursues legal action when necessary

Evaluates the effectiveness of educational programs

Participates in the preparation of training materials for use in public health training courses

May conduct public hearings and group discussions related to public health programs, regulations, or proposals

May assign and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five (5) years of experience in public health work or related field

Graduation from an accredited four (4) year college or university with major course work in social services, public health, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures.

Ability to interpret public health laws and regulations; to communicate effectively; and to analyze and evaluate public health needs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **PUBLIC HEALTH TECHNICIAN**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) public health work. Work involves conferring with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of diseases and injuries. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Confers with local health agencies, private physicians, individuals, and community action groups on the treatment, control, or prevention of communicable and chronic diseases

Serves as a public resource in creating awareness of health problems and programs

Disseminates information on public health and health education programs

Participates in planning and conducting health training courses

Evaluates training and education needs to promote the acceptance of public health programs

Assists in formulating definitions, standards, and policies for the effective and efficient rendering of public health services and the enforcement of public health laws and regulations

May evaluate work to improve efficiency and determine program effectiveness

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in public health work or related field required

Graduation from an accredited four (4) year college or university with major course work in social services, public health, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of social, economic, and public health issues; of public health laws and regulations; of medical terminology; and of educational techniques and procedures

Ability to interpret public health laws and regulations; to communicate effectively; and to analyze and evaluate public health needs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PURCHASE ORDER SPECIALIST I**
Grade: 07

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Obtain materials and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most desirable suppliers; Work to keep customers satisfied, ensuring all purchases are legal.

EXAMPLES OF WORK PERFORMED

Analyzes department requisitions to determine which vendors provide materials, services, and products at the best price and delivery

Issues purchase orders for all commodities assigned or as requested

Prepares price quotations, sends out, receives, evaluates, makes recommendations for purchase, and issues purchase order if evaluation criteria is met

Creates and administers bid specifications, quotations, and proposals according to state law and County procedures. Evaluates and recommends best bid

Issues purchase orders and resolves problems arising from nonconforming specifications, poor services, late delivery, cancelled orders, improper invoicing, and back orders

Prepares bid specifications for annual price agreements and issues bid; Conducts bid opening and makes award recommendations

Monitors existing bids to ensure compliance; Conducts renewals/bids and initiates new ones as required

Resolves invoicing problems to ensure prompt payment for all purchase orders issued

Attends interdepartmental planning meetings where long-range goals involve the purchasing function

Performs all other related duties involved in the operation of the business as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree or equivalent in Business related field

Certified Purchasing Manager (CPM) designation

Minimum of two (2) years experience in related area

Two (2) years experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Excellent written and verbal communication skills required

Interacts with the Commissioners Court, Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

Computer knowledge and experience in Excel, Word Processing and computerized purchasing system required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **PURCHASE ORDER SPECIALIST II**
Grade: 09

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Obtain materials and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most desirable suppliers. Work to keep customers satisfied, ensuring all purchases are legal.

EXAMPLES OF WORK PERFORMED

Analyzes department requisitions to determine which vendors provide materials, services, and products at the best price and delivery

Issues purchase orders for all commodities assigned or as requested

Prepares price quotations, sends out, receives, evaluates, makes recommendations for purchase, and issues purchase order if evaluation criteria is met

Creates and administers bid specifications, quotations, and proposals according to state law and County procedures. Evaluates and recommends best bid

Issues purchase orders and resolves problems arising from nonconforming specifications, poor services, late delivery, cancelled orders, improper invoicing, and back orders

Prepares bid specifications for annual price agreements and issues bid. Conducts bid opening and makes award recommendations

Monitors existing bids to ensure compliance; Conducts renewals/bids and initiates new ones as required

Resolves invoicing problems to ensure prompt payment for all purchase orders issued

Attends interdepartmental planning meetings where long-range goals involve the purchasing function

Performs all other related duties involved in the operation of the business as assigned or required

EXPERIENCE AND EDUCATION

Bachelor's degree or equivalent in Business related field

Certified Purchasing Manager (CPM) designation

Minimum of four (4) years experience in related area

Two (2) years experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Excellent written and verbal communication skills required

Interacts with the Commissioners Court, Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

Computer knowledge and experience in Excel, Word Processing and computerized purchasing system required

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **QUARTERMASTER**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Oversees the daily operations of the county law enforcement department's equipment inventory and maintenance. Performs various functions to keep the county department's inventory accurate and organized. Ensures inventory is in good working order.

EXAMPLES OF WORK PERFORMED

Maintains records on all equipment inventory, such as county patrol vehicles and armory

Issues equipment to patrols and makes sure it is returned in good working condition

Provides instructions on the proper use and maintenance of equipment

Maintains log of equipment issued to county employees

Responsible for the storage, maintenance, distribution, and disposal of equipment and other inventory

Supply and Service equipment and vehicles to patrolmen

Works with the county law enforcement staff responsible for equipment inventory and maintenance

Performs all other assigned duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years of experience in inventory control or related field, preferably in a law enforcement or criminal justice environment

Graduation from an accredited four (4) year college or university with a major in Criminal Justice or related field

Two (2) years of related experience may be substituted for one (1) year of the required education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Specific technical coursework as a Gun Smith is preferred and considered especially helpful

Work experience should be in a juvenile justice or criminal justice setting

Must possess or be able to obtain additional technical training as required

Knowledge of Criminal Justice Code and applicable statutes

Knowledge and/or experience in record and data systems in order to properly track and maintain services and repair records of inventory

Ability to effectively work with other professional personnel in a variety of support activities, including policy development

Effective written and verbal communication skills

Proficient with the PC

Must be well organized

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RECORDS MANAGEMENT SPECIALIST**
Grade: 10

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

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 Records Manager 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 Department

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

Assists the Records Manager on establishing procedures to ensure the permanent preservation of all historically valuable records of the county

Assist the Records Manager with establishing standards for filing and storage equipment and archival supplies for the preservation of worthy items

Assist the Records Manager with establishing 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 Records Management Supervisor, Office Manager, Chief Deputy or County Clerk

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Associated 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

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

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.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED DIETITIAN I**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) nutrition work. Work involves planning food selection and nutritional programs; providing counseling, technical assistance, and referrals on nutrition and dietary services; and developing food technology testing procedures. Works under moderate supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Develops and implements nutrition care plans based on nutritional need assessments

Provides nutrition education and dietary counseling services

Provides consultation and technical assistance to aid in the development of nutrition education programs

Evaluates data on food market research, food specification, and nutrition analysis procedures

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Assists in developing nutrition education brochures and related materials, and provides education literature to individuals and groups

Assists in planning and conducting nutrition training sessions

Interfaces with medical personnel closely as to appropriate nutrition care of client; Acts as liaison to other health professionals and community agencies for referrals of clients

May assist with patient flow and customer service

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two to three (2-3) years of experience in nutrition, public health, or related field

Graduation from an accredited four (4) year college or university with major course work in food and nutrition, food systems management, food science, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Licensed certificate as Nutritionist or Dietitian required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of food and nutrition, of food systems management, and food science and technology principles

Ability to counsel on food and nutrition, develop nutrition care plans, conduct evaluations of food and nutrition, and communicate effectively

Knowledge of human nutrition requirements through the life cycle

Knowledge of nutrition education techniques

Ability to assess eligibility for a service

Ability to assess diets and prepare and present nutrition education materials

Must have experience working with spreadsheets and/or word processing software

Must have good verbal and written communication/presentation skills

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED DIETITIAN II**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance (senior-level) nutrition work. Work involves planning food selection and nutritional programs; providing counseling, technical assistance, and referrals on nutrition and dietary services; and developing food technology testing procedures. Works under moderate supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients, staff, and clients' relatives to obtain information related to clients' dietary needs

Develops and implements nutrition care plans based on nutritional need assessments

Provides nutrition education and dietary counseling services

Provides consultation and technical assistance to aid in the development of nutrition education programs

Evaluates data on food market research, food specification, and nutrition analysis procedures

Refers individuals to other agencies or institutions for nutrition and dietary services as appropriate

Assists in developing nutrition education brochures and related materials, and provides education literature to individuals and groups

Assists in planning and conducting nutrition training sessions

Interfaces with medical personnel closely as to appropriate nutrition care of client; Acts as liaison to other health professionals and community agencies for referrals of clients

May assist with patient flow and customer service

May supervise and train staff

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Four to five (4-5) years of experience in nutrition, public health, or related field

Graduation from an accredited four (4) year college or university with major course work in food and nutrition, food systems management, food science, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Licensed certificate as Nutritionist or Dietitian required

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of food and nutrition, of food systems management, and food science and technology principles

Ability to counsel on food and nutrition, develop nutrition care plans, conduct evaluations of food and nutrition, and communicate effectively

Knowledge of human nutrition requirements through the life cycle

Knowledge of nutrition education techniques

Ability to assess eligibility for a service

Ability to assess diets and prepare and present nutrition education materials

Must have experience working with spreadsheets and/or word processing software

Must have good verbal and written communication/presentation skills

Bilingual (English/Spanish) with the ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED NURSE CONSULTANT (IBCL)**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direct supervision of the Breastfeeding Coordinator, performs advanced professional lactation consultations independently within the scope of practice attributed to the skills of a Registered Nurse and of International Board Certified Lactation Consultant. Responsible for the implementation of the standards of care and guidelines required to assist breastfeeding mothers in all areas of breastfeeding support, with the purpose to maintain breastfeeding and increase the duration of breastfeeding. Manage the day to day operations of the Lactation Center and direct the implementation of specialized lactations. Assist in Lactation Care Center staff (lactation consultants and peer counselors) and work in cooperation with hospitals, local state WIC programs.

EXAMPLES OF WORK PERFORMED

Plan, directs and overseas The Lactation Center services and clinical lactation practicum program. Observes, assesses, plans, performs specific care and evaluates participants' care based on assessments. Provides teaching to clients and their families. Performs all related activities according to acceptable IBCLC and nursing care practices and procedures.

Supervises, oversees and trains clinical lactation practicum professionals and paraprofessionals in accordance with State WIC policies and procedures

Responsible for developing, writing, planning, implementing and managing program operations, policies and procedures pertaining to the Lactation Center

Coordinates WIC breastfeeding activities within local hospitals and community organizations

Reviews literature and research findings to keep abreast of current lactation protocols and serves as a clinical resource for breastfeeding information to WIC participants, and staff

Demonstrates knowledge of breastfeeding care, education principles, practices, procedures and techniques required to assess breastfeeding needs. Develops care plans and counsels WIC participants and family members

Maintains a system which insures the follow-up and continuous care for mothers and infants refereed by hospitals and WIC staff

Develops documentation records to track clients' progress and concerns

Collects and monitors Lactation Center statistics and reports

Audits and monitors breast pumps, breastfeeding aids and other breastfeeding materials in the Lactation Center

Conducts monthly site meetings for Lactation Center staff, attends monthly supervisors' meetings and other required trainings.

Coordinates/performs utilization reviews, analyzes data, and then makes decisions and recommendations to Breastfeeding Coordinator

Assists with the training of all WIC staff that provides direct clinic services to WIC participants in the ongoing training for breastfeeding promotion and support

Attends work on the regular and predictable schedule in accordance with Hidalgo County leave policy and performs other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited two (2) year College or University with a minimum of an Associate's Degree in Nursing

Combined years of Nursing experience greater than five (5) years Documented

Neonatal Intensive Care Nursery and Post-Partum experience preferred

At least two (2) years of experience as a Board Certified Lactation Consultant

Bilingual preferred (English/Spanish)

CERTIFICATES, LICENSES AND REGISTRATION

IBCLC Certification by International Board of Lactation Consultant Examiners

Licensed by Texas Board of Nursing as a Registered Nurse

Current Immunization Record and an annual Tuberculin test

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide patient care, prepare and maintain follow-up on clients' records, organize, coordinate, and evaluate the Lactation Center activities and delivery of breastfeeding support services

Ability to train all levels of staff

Ability to analyze research data and compile reports

Knowledge and application of computer programs to include MS office software

Ability to plan, organize, schedule and coordinate resources effectively

Effective oral and written communication skills

Completion of all required WIC modules during the probationary period

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED NURSE I**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level nursing work; Work involves providing for the assessment, care, and treatment of patients; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers medications, immunizations, and treatment as prescribed

Conducts physical, developmental, and psychosocial assessments of patient health needs and implements appropriate action

Maintains and reviews patient records

Instructs, counsels, and assists patients in meeting their health care needs

Makes hospital rounds or home visits

May provide outreach and health education

May assist in quality assurance reviews

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

One (1) year experience in nursing work

Graduate from an accredited four (4) year college or university with major course work in nursing or from an accredited nursing program

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures

Ability to provide patient care and to prepare and maintain records

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED NURSE II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) nursing work; Work involves providing for the assessment, care, and treatment of patients; May train others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers medications, immunizations, and treatment and observes patients for unusual symptoms and reactions

Conducts physical, developmental, and psychosocial assessments of patient health needs and implements appropriate action

Instructs, counsels, and assists patients in meeting their health care needs

Makes hospital rounds or home visits

Develops and conducts community outreach and health education presentations

Implements and monitors case management service plans

Identifies community services and makes referrals to health care services

Assists in developing and implementing community health education programs and treatment or program plans

Assists in evaluating services provided and makes recommendations for improvements

May participate in quality assurance reviews

May train others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in nursing work

Graduate from an accredited four (4) year college or university with major course work in nursing or from an accredited nursing program

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment programs, and community health and nursing care principles, practices, and procedures

Ability to provide patient care, prepare and maintain records, explain public health law, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED NURSE III**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) nursing work; Work involves providing for the assessment, care, and treatment of patients; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administers medications, immunizations, and treatment and observes patients for unusual symptoms and reactions

Conducts physical, developmental, and psychosocial assessments of patient health needs and implements appropriate action

Makes hospital rounds or home visits

Implements and monitors case management service plans

Provides specialized nursing services for individuals, families, groups, and communities

Develops individualized service plans

Prepares and maintains patient records and program reports

Plans and conducts community outreach and disease surveillance activities

Assists in developing health education strategies and resources for clients and/or direct care staff

Assists in developing in-service training and educational programs

May participate in quality assurance reviews

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience in nursing work

Graduate from an accredited four (4) year college or university with major course work in nursing or from an accredited nursing program

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment programs, and community health and nursing care principles, practices, and procedures

Ability to provide patient care, prepare and maintain records, explain public health law, recognize patterns of medically necessary treatment, and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **REGISTERED NURSE IV**
Grade: 17

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) nursing work; Work involves planning, developing, coordinating, and evaluating nursing activities and providing for the care and treatment of patients; May plan, assign, and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, coordinates, and evaluates nursing activities and makes recommendations for improvements

Plans, develops, implements, and monitors program operations

Develops, reviews, revises, and explains health care program policies and procedures

Develops and implements quality assurance programs and processes

Develops in-service training and educational programs

Administers or oversees the administration of medication, immunizations, and treatment, and observes patients for unusual symptoms and reactions

Makes hospital rounds to ensure that prescribed methods and procedures are followed

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, and quality of service

Provides consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

May conduct inspections, certifications, surveys, and investigations of health care facilities to determine compliance with state and federal laws, regulations, and rules

May plan, assign, and/or supervise the work of others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Seven (7) years experience in nursing work

Graduate from an accredited four (4) year college or university with major course work in nursing or from an accredited nursing program

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnosis and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepare and maintain records, and explain public health law

Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **REGISTERED NURSE V**
Grade: 17

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs advanced complex (senior-level) nursing work; Work involves planning, developing, coordinating, and evaluating nursing activities and providing for the care and treatment of patients; May plan, assign, and/or supervise the work of others; Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, develops, coordinates, and evaluates nursing activities and makes recommendations for improvements

Plans, develops, implements, and monitors program operations

Develops, reviews, revises, and explains health care program policies and procedures

Develops and implements quality assurance programs and processes

Develops in-service training and educational programs

Administers or oversees the administration of medication, immunizations, and treatment, and observes patients for unusual symptoms and reactions

Makes hospital rounds to ensure that prescribed methods and procedures are followed

Evaluates nursing services through the analysis of statistical studies and performance evaluation reports

Reviews medical records and patient assessments to determine compliance with policies and procedures, correctness of assessment, and quality of service

Provides consultation, training, and technical assistance to agency staff, care recipients, provider agencies, and the medical community

May conduct inspections, certifications, surveys, and investigations of health care facilities to determine compliance with state and federal laws, regulations, and rules

May plan, assign, and/or supervise the work of others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum ten (10) years of experience in nursing work

Graduate from an accredited four-year college or university with major course work in nursing or from an accredited nursing program required; Master's degree

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnosis and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepare and maintain records, and explain public health law

Ability to organize, coordinate, and evaluate nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **RESEARCH ANALYST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) research work. Work involves performing specialized research projects pertaining to fiscal, administrative, or program functions of the county. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Collects, compiles, and analyzes research data
- Uses statistical methods and relational databases to analyze data sets
- Prepares or assists with preparing reports of research findings
- Assist with planning, developing, coordinating, and administering research projects
- Assists with formulating research objectives, programs, and priorities
- Assists with authoring or editing technical reports and summaries of findings
- May assist in designing and creating computer programs for research applications
- Performs related work as assigned

EXPERIENCE AND EDUCATION

- Graduation from an accredited four (4) year college or university with major coursework in business or public administration, computer science, statistical analysis, and research methodology
- One (1) year of experience in research and planning work
- Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

- Must have a current valid Texas motor vehicle operator's license
- Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies

Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs

Ability to plan, organize, and administer research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **RESEARCH ANALYST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) research work. Work involves performing specialized research projects pertaining to fiscal, administrative, or program functions of the county. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Collects, compiles, and analyzes research data
- Uses statistical methods and relational databases to analyze data sets
- Prepares reports of research findings
- Conducts data-gathering interviews
- Authors or edits technical reports and summaries of findings
- Assists with planning, developing, coordinating, and administering research projects
- Assists with formulating research objectives, programs, and priorities
- May assist in designing and creating computer programs for research applications
- May assist in preparing research budget estimates, maintaining cost accounting records of project expenditures, and preparing monthly budget reports
- Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major coursework in business or public administration, computer science, statistical analysis, and research methodology.

Three (3) years of experience in research and planning work.

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies

Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs

Ability to plan, organize, and administer research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **RESEARCH ANALYST III**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) research work. Work involves developing, performing, and evaluating specialized research projects pertaining to fiscal, administrative, or program functions. May train others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment..

EXAMPLES OF WORK PERFORMED

Collects, compiles, and analyzes research data

Uses statistical methods and relational databases to analyze data sets

Prepares reports of research findings

Prepares research data sets, and documents data structure and definitions

Provides consultation related to research design, planning, instrumentation, statistical analysis, and reporting

Authors, edits, and reviews technical reports and summaries of findings

Assists with conducting data quality assurance procedures

Assists in developing policies and procedures used in conducting and administering research, demonstration, and evaluation activities

Assists with planning, developing, coordinating, and administering research projects

May assist in designing and creating computer programs for research applications

May assist in preparing research budget estimates, maintaining cost accounting records of project expenditures, and preparing monthly budget reports

May prepare and provide presentations for professional organizations, governmental entities, and the public

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with major coursework in business or public administration, computer science, statistical analysis, and research methodology

Five (5) years of experience in research and planning work

Two (2) years of experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies

Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs

Ability to plan, organize, and administer research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; to communicate effectively; 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RIGHT OF WAY AGENT I**
Grade: 07

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs entry-level land acquisition work; Work involves performing right-of-way functional activities, maintaining records, and preparing reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Processes and makes recommendations concerning right-of-way purchase, lease, disposal, or exchange of real property

Prepares progress or special reports

Interprets departmental policies and procedures concerning the acquisition of land

Monitors the removal, adjustment, or relocation of utilities

Assists in reviewing purchase agreements and legal or technical documents

Assists in preparing, processing, or maintaining records and files

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in land acquisition, map reading, and planning work

Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Experience to Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of real estate methods, principles, procedures, and terminology

Knowledge of departmental policies and procedures, state and federal laws pertaining to zoning, appraisal, ownership, transfer, or lease of real property, and of utility industries' rules, regulations, and adjustment procedures

Ability to plan and organize work, read and interpret maps, plans, and schematics, maintain records, disseminate technical information, use estimates to determine feasibility of plans, and to categorize adjustments and determine eligible costs

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RIGHT OF WAY AGENT II**
Grade: 09

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs routine (journey-level) land acquisition work; Work involves performing right-of-way functional activities and ensuring compliance with state and federal laws regulating highway, rail, or airport construction, improvement, or disposal of right-of-way assets; May train others; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Negotiates and explains the acquisition, lease, disposal, or relocation processes; answers questions and presents offers

Implements and interprets department policies and procedures, and ensures compliance with applicable state and federal laws as they relate to right-of-way functional activities

Prepares, processes, and maintains records, logs, and files

Prepares progress and special reports

Reviews utility adjustments, canal relocation agreements, and supporting material, and makes recommendations

Reviews final bills as submitted by utility companies, counties, and cities, and measures, calculates, and coordinates payment requests

Determines ratio or percentage of adjustments eligible for state reimbursement based on property interests

Monitors the removal, adjustment, or relocation of utilities

Assists with clarifying, coding, and posting of property values and incidental charges

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two to four (2-4) years of experience in land acquisition, map reading, and planning work

Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field

Two (2) years experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Experience of Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of real estate methods, principles, procedures, and terminology

Knowledge of departmental policies and procedures, state and federal laws pertaining to zoning, appraisal, ownership, transfer, and lease of real property, and of utility industries' rules, regulations, and adjustment procedures

Ability to interpret maps, plans, and schematics

Maintain records

Disseminate technical information

Use estimates to determine feasibility of plans

Categorize adjustments and determine eligible costs

May 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RIGHT OF WAY AGENT III**
Grade: 11

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs complex (journey-level) land acquisition work; Work involves performing legal or technical review analyses of documentation for right-of-way functional activities and ensuring compliance with state and federal laws regulating right-of-way activities; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Negotiates and explains the acquisition, lease, disposal, and/or relocation processes; answers questions and presents offers

Implements and interprets department policies and procedures, and ensures compliance with applicable state and federal laws as they relate to right-of-way functional activities

Prepares, processes, and maintains records and files

Prepares progress and special reports

Reviews utility adjustments, canal relocation agreements, and supporting material, and makes recommendations

Reviews final plans, specifications, adjustments, and billings submitted by utility companies to ensure compliance with laws, policies, and regulations

Reviews purchase agreements, contracts, and other legal or technical documents

Reviews requests for the disposal of surplus real property or acquisition of building sites

Determines ratio or percentage of adjustments eligible for state reimbursement based on property interests

Monitors the removal, adjustment, or relocation of utilities

Audits, determines eligibility, and approves payments

Assists and advises staff regarding project planning and program requirements

May supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Four to Five (4-5) years of experience in land acquisition work

Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Experience of Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of state and federal laws pertaining to zoning, appraisal, ownership, transfer, and lease of real property, of right-of-way negotiations, relocations, appraisals, acquisitions, and utility industry rules, regulations, and adjustment procedures, of real estate laws, methods, principles, procedures, and terminology, and of departmental policies and procedures

Ability to interpret maps, plans, and schematics

Maintain records

Disseminate technical information

Interpret real estate laws and prepare legal documents; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RIGHT OF WAY AGENT IV**
Grade: 13

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs highly complex (senior-level) land acquisition work; Work involves overseeing acquisitions and disposition of land; 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

Oversees the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests

Oversees the disposal of surplus real property, acquisition of building sites, and maintenance of records

Oversees the review and analysis of legal or technical documents

Develops and interprets policies and procedures, and ensures compliance with applicable state and federal laws

Coordinates work activities between state and federal agencies, utility and title companies, and other entities having an interest in the property

Monitors the removal, adjustment, or relocation of utilities

Researches problems and coordinates solutions

May assign and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Over five (5+) years of experience in land acquisition work

Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Experience of Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of right-of-way negotiations, relocations, appraisals, acquisitions, and utility industry rules, regulations, and adjustment procedures

Knowledge of real estate laws, methods, principles, procedures, and terminology; and of zoning, appraisal, ownership, transfer, and lease of real property

Ability to research problems

Understand legal terminology

Negotiate and coordinate solutions; and to assign and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **RIGHT OF WAY AGENT**
Grade: 15

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advanced (senior-level) land acquisition work; Work involves overseeing acquisitions and disposition of land; May plan, assign, and/or supervise the work of others; Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the preparation, processing, maintenance, and auditing of contracts, plans, specifications, and billing requests

Oversees the disposal of surplus real property, acquisition of building sites, and maintenance of records

Oversees the review and analysis of legal or technical documents

Develops and interprets policies and procedures, and ensures compliance with applicable state and federal laws

Coordinates work activities between state and federal agencies, utility and title companies, and other entities having an interest in the property

Monitors the removal, adjustment, or relocation of utilities

Researches problems and coordinates solutions

May plan, assign, and/or supervise the work of others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Over five (7) years of experience in land acquisition work

Graduate from an accredited four-year college or university with major course work in real estate, business administration, accounting, or a related field

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Experience of Right of Way (ROW)

Familiar with TxDot right of way manual

Knowledge of federal guidelines regarding ROW

Knowledge of right-of-way negotiations, relocations, appraisals, acquisitions, and utility industry rules, regulations, and adjustment procedures

Knowledge of real estate laws, methods, principles, procedures, and terminology; and of zoning, appraisal, ownership, transfer, and lease of real property

Ability to research problems, understand legal terminology, negotiate and coordinate solutions

Ability to plan, assign, and/or supervise the work of others, and audit contracts

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ROAD CONSTRUCTION FOREMAN**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ROAD MAINTENANCE FOREMAN**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SAFETY OFFICER I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Safety Director, is responsible for monitoring, conducting, and participating programs designed to reduce accidents through effective accident prevention techniques; Performs routine (journey-level) safety and health program work; Work involves assisting in the development of safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and assisting in investigating accidents; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Investigates accidents; conducts inspections; confers with department heads and supervisors on unsafe practices and/or conditions to recommend corrective actions; coordinates this function with other safety officers

Inspects construction, remodeling, and renovation sites to ensure the finished project will be in compliance with safety standards

Implements risk management loss control programs and guidelines

Reviews loss and exposure data

Recommends safety specifications and protective devices for equipment and fixed structures to be used and conducts utilization spot checks

Prepares safety information for publication to promote employee safety

Maintains or assists in maintaining a safety technical library

Maintains a log of accidents and injuries

Monitors and coordinates safety practices with contracted Engineers and or Construction Contractors conducting business for Hidalgo County

Conducts or assists in conducting and coordinating employee safety training

Consults with County Offices and Departments to identify loss exposures and to develop and implement corrective action and accident prevention plans

Conducts on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure

Reviews established safety regulations and standards, and recommends appropriate modifications

Organize, coordinate, and attend meetings of accident review boards, safety committees, etc.

Provides visual aids and other materials on specific safety subjects; review training films and other audio/visual aids for use in training programs

Prepares, reviews, and analyzes accident reports and other special reports as required

Reviews safety specifications for items to be purchased

Assists in investigating accidents and completing reports

Assists in administering a safety awards program

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Performs related work as assigned

EXPERIENCE AND EDUCATION

Baccalaureate degree (4 year degree) from an accredited college or university; Industrial of Safety Engineering, Criminal Justice or a related applicable field

A degree can be substituted for two (2) years of work experience in safety related fields for each year of college or university required

Must have successfully completed the O.S.H.A. (Occupational Safety and Health Administration) Standards for General Industry Safety and Health 30 Hour Course; Current O.S.H.A card required for proof

Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

Certificates of participation of industry courses (see Experience and Education above)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Federal, State, and local safety regulations

Accident prevention principles, practices and procedures

Training and investigation methods, procedures, and techniques, both in the field and in the classroom

Ability to communicate clearly and effectively, both verbally and in writing

Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Power point, and Access

English and Spanish usage, spelling, grammar, and punctuation

If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officers Academy, as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

At the time of employment, must be able to pass a criminal background inquiry that would allow him/her to obtain professional State regulated licensing

The individual, must submit to a pre-employment drug screen examination

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SAFETY OFFICER II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Safety Director, is responsible for monitoring, conducting, and participating programs designed to reduce accidents through effective accident prevention techniques; Performs moderately complex (journey-level) safety and health program work; Work involves developing safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and investigating accidents; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Investigates accidents; conducts inspections; confers with department heads and supervisors on unsafe practices and/or conditions to recommend corrective actions; coordinates this function with other safety officers

Investigates internal issues as assigned

Conducts investigations for the Executive Officer for the Hidalgo County Commissioners Court as assigned

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs

Prepares technical and comprehensive reports, plan, and procedures for developing risk management programs, reviews, and inspections

Inspects construction, remodeling, and renovation sites to ensure the finished project will be in compliance with safety standards

Implements risk management loss control programs and guidelines

Reviews loss and exposure data

Recommends safety specifications and protective devices for equipment and fixed structures to be used and conducts utilization spot checks

Prepares safety information for publication to promote employee safety

Maintains or assists in maintaining a safety technical library

Maintains a log of accidents and injuries

Monitors and coordinates safety practices with contracted Engineers and or Construction Contractors conducting business for Hidalgo County

Conducts or assists in conducting and coordinating employee safety training

Consults with County Offices and Departments to identify loss exposures and to develop and implement corrective action and accident prevention plans

Conducts on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure

Reviews established safety regulations and standards, and recommends appropriate modifications

Organizes, coordinates, and attends meetings of accident review boards, safety committees, etc.

Provides visual aids and other materials on specific safety subjects; review training films and other audio/visual aids for use in training programs

Prepares, reviews, and analyzes accident reports and other special reports as required

Reviews safety specifications for items to be purchased

Assists in investigating accidents and completing reports

Assists in administering a safety awards program

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Performs related work as assigned

May train others

EXPERIENCE AND EDUCATION

Baccalaureate degree (4 year degree) from an accredited college or university, preferable in Industrial of Safety Engineering, Criminal Justice or a related applicable field

A degree can be substituted for an individual licensed as a Texas Peace Officer with one and one half (1 1/2) years of work experience as a Peace Officer for each year of college or university required

A degree can be substituted for two (2) years of work experience in safety related fields for each year of college or university required with two (2) additional years of accident prevention, loss control, fleet safety experience and/or experience with public sector safety programs

Must have successfully completed the O.S.H.A. (Occupational Safety and Health Administration) Standards for General Industry Safety and Health Course for General Outreach Trainer: Current O.S.H.A card required for proof

Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

Certificates of participation of industry courses (see Experience and Education above)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Federal, State, and local safety regulations

Accident prevention principles, practices and procedures

Training and investigation methods, procedures, and techniques, both in the field and in the classroom

Ability to communicate clearly and effectively, both verbally and in writing

Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Power point, and Access

English and Spanish usage, spelling, grammar, and punctuation

If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officers Academy, as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

At the time of employment, must be able to pass a criminal background inquiry that would allow him/her to obtain professional State regulated licensing

The individual, must submit to a pre-employment drug screen examination

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SAFETY OFFICER III**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Safety Director, is responsible for monitoring, conducting, and participating in programs designed to reduce accidents through effective accident prevention techniques; Performs highly complex (senior-level) safety and health program work; Work involves planning, organizing, developing, and evaluating a safety and health program; May supervise the work of others; Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts surveys, audits, and inspections to ensure a safe environment and compliance with safety standards

Conducts, prepares, coordinates, and participates in safety committees, councils, and Seminars

Develops employee safety accountability procedures and a comprehensive safety and health program plan

Develops and implements programs and procedures, accident investigations, data analyses, and recurrence prevention efforts

Monitor and coordinate contracted safety engineering programs and services with outside contractors

Conduct and coordinate in-house training classes; Plan in-house training with cooperation of other Hidalgo County department heads and staff members

Monitor and coordinate contracted safety engineering programs and services with outside contractors

Organize, coordinate, and assist with safety orientations of new employees

Consults with and advises staff concerning the effectiveness of the safety program

Reviews construction plans prior to their finalization to ensure safety standards are met

Investigates accidents; conducts inspections; confers with department heads and supervisors on unsafe practices and/or conditions to recommend corrective actions; coordinates this function with other safety officers

Investigates internal issues as assigned

Conducts investigations for the Executive Officer for the Hidalgo County Commissioners Court as assigned

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs

Reviews accident, damage, or loss claims notification procedures; claims investigations, and analysis procedures; loss control procedures; and risk financing procedures

Conducts risk management program reviews and safety program evaluations

Prepares technical and comprehensive reports, plan, and procedures for developing risk management programs, reviews, and inspections

Implements risk management loss control programs and guidelines

Reviews loss and exposure data

Recommends safety specifications and protective devices for equipment and fixed structures to be used and conducts utilization spot checks

Monitors and coordinates safety practices with contracted Engineers and or Construction Contractors conducting business for Hidalgo County

Directs and conducts employee safety training

Consults with County Offices and Departments to identify loss exposures and to develop and implement corrective action and accident prevention plans

Conducts on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure

Organize, coordinate, and attend meetings of accident review boards, safety committees, etc.

Provides visual aids and other materials on specific safety subjects; review training films and other audio/visual aids for use in training programs

Prepares, reviews, and analyzes accident reports and other special reports as required

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Serves as a liaison with local, state, and federal agencies

Investigates or directs accident investigations

If assigned, coordinate and provide training for Safety Staff

If assigned, maintain training records and files

May prepare and submit budgets

May supervise the work of others

Performs related work as assigned

In addition to the aforementioned duties and responsibilities, the individual will:

Supervise Safety Officers as they perform their duties and responsibilities

Or

Manage claim files for the Safety Division by:

- Monitoring claim status
- Coordinating efforts with the Counties Third Party Administrator
- Managing the Counties General Liability Insurance, Law Enforcement, Public Officials, Auto and other insurance as deemed necessary for the County of Hidalgo
- If properly licensed, provide adjuster services for the County of Hidalgo; and
- Supervise Office Staff as assigned

Perform the Duties of a supervisor as necessary

Coordinate and provide training for Safety Staff

Develop and implement training programs for Hidalgo County

Maintain training records and files

EXPERIENCE AND EDUCATION

Baccalaureate degree (4 year degree) from an accredited college or university; Industrial of Safety Engineering, Criminal Justice or a related applicable field

A degree can be substituted for an individual licensed as a Texas Peace Officer with one and one half (1 1/2) years of work experience as a Peace Officer for each year of college or university required

A degree can be substituted for two (2) years of work experience in safety related fields for each year of college or university required with three (3) additional years of accident prevention, loss control, fleet safety experience and/or experience with public sector safety programs in which the individual prepared approved lesson plans: A copy of a Lesson Plan required for proof with two (2) of the years required as supervisor and/or manager

Must have successfully completed the O.S.H.A. (Occupational Safety and Health Administration) Standards for General Industry Safety and Health Course for General Outreach Trainer: Current O.S.H.A card required for proof

Any equivalent combination of experience and training, which provides the required knowledge, skills and abilities

CERTIFICATES, LICENSES AND REGISTRATION

Certificates of participation of industry courses (see Experience and Education above)

Instructor's Certificate by the American Red Cross for First Aid and C.P.R.

An Instructor's Certificate issued by the Texas Commission for Law Enforcement Standards and Education Instructor

Adjuster License for Auto and or Property

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Federal, State, and local safety regulations

Accident prevention principles, practices and procedures

Training and investigation methods, procedures, and techniques, both in the field and in the classroom

Ability to communicate clearly and effectively, both verbally and in writing

Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Power point, and Access

English and Spanish usage, spelling, grammar, and punctuation

If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officers Academy, as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

At the time of employment, must be able to pass a criminal background inquiry that would allow him/her to obtain professional State regulated licensing

The individual, must submit to a pre-employment drug screen examination

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SANITATION ATTENDANT I**
Grade: 03

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SANITATION ATTENDANT II**
Grade: 05

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SANITATION ATTENDANT III**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SANITATION FOREMAN**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SCOFFLAW COMPLIANCE SPECIALIST**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This position is responsible for monitoring all aspects of the Hidalgo County Scofflaw Program. To insure that the program is administered properly and that all Scofflaw projects are coordinated with the Hidalgo County departments and with other entities that the County contracts for Scofflaw project administration. Works under the supervision of the Manager, Motor Vehicle License Section with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Perform all other related duties involved in the operation of the Scofflaw Program as assigned or required

Works as a liaison with the county departments in the reporting of program data, reports and analysis

Provides technical assistance to other County departments by answering inquiries and overseeing Scofflaw Program implementation

Inputs Scofflaw data and fiscal information into the Scofflaw Dashboard tracking system and related Scofflaw programs; ensures that recorded information is consistent between the systems by reconciling data monthly

Assists Management with the construction and archiving of all Scofflaw inter-local contracts with municipalities

Assist Management with gathering, compiling and analyzing information on Scofflaw related issues for preparation of required Scofflaw reports and budgets

Maintains Scofflaw contracts and agreements files and monitors expenditures and revenue activities

Prepares and reconciles Scofflaw Billing Statements for municipalities, as well as receive and receipt payments collected from the municipalities

Oversee that all processes, procedures, and duties are being implemented by Scofflaw Clerks

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in one of the following fields: Accounting, Public Administration, or Business Management.

Two (2) years of experience in Accounting or Administration may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret complex contracts, documents, and reports

Ability to write routine reports and correspondence

Ability to communicate effectively in writing, with knowledge of proper spelling, grammar and punctuation

Ability to speak effectively, using tact and professionalism to deliver information

Ability to explain complex regulatory requirements and/or procedures about the program with management or before large groups

Ability to effectively interact and communicate with management and staff

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SCOFFLAW DEPUTY CLERK I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) clerical work; Work involves support tasks primarily involving customer service and clerical activities which may include: processing inquiries and requests for information, entering and maintaining data, cashiering. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Assisting in the Administration of Scofflaw Program. Will assist with overall responsibility of one or more IT projects in probing and flagging MV License plates with Texas Department of Transportation. Compile and analyze data for the Department Of Budget and Management for Scofflaw Collections.

EXAMPLES OF WORK PERFORMED

Hold offenders financially accountable

Increase collections of fines and fees owed to County

Verify driver's license with Scofflaw Database program in order to see if the customer owes an outstanding fine before selling registration renewals

Answer questions regarding customers who failed to pay outstanding fees and fines

Train employees on the Scofflaw program and explain why we cannot register their vehicle

Explain what steps need to be taken before they can register their vehicles

Communicates with Justice of the Peace who setup partial payment plans, dismissals, appeals, Judicial Action or Clerical Corrections for customers

Ensure all Scofflaw Denial Notice/Release letter have been collected

Ensure all subcontractor customers are not on the scofflaw database before registration is to be processed

Report and Measure Program Success on how many accounts are cleared and how much the office helped collect in fines

Report on how many outstanding records fines have been denied and reported on the loss of time and money in registration fees have been lost due to scofflaw registration denied

Audit employee scofflaw denials

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting, stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assist the public in person or by telephone, convey messages, make telephone calls, faxes and distributes mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED), plus two (2) years of general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

Two (2) years of experience may be substituted for one (1) year of education

Bilingual (Spanish and English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read, interpret and accept documents such as safety rules, operating and maintenance instructions and procedures manuals

Ability to fill out reports, answer routing correspondence and speak effectively to the public

Ability to deal with problems involving several concrete variables in standardized situations

Ability to operate a computer, typewriter and other basic office equipment

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SECURITY SPECIALIST**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level enforcement work; Work involves patrolling grounds; inspecting and safeguarding buildings, properties, and equipment; directing traffic; and issuing tickets for parking violations; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Directs the flow of traffic and parking of vehicles

Issues tickets for parking violations

Patrols state buildings and grounds

Watches for unauthorized persons, fires, and unusual occurrences

Reports emergencies upon discovery

Apprehends suspects in cases of unauthorized entry into state buildings and work areas, malicious mischief, or other violations

Ensures that lights are on or off as required and that doors and windows are locked

Performs related work as assigned

EXPERIENCE AND EDUCATION

One to two (1-2) years of experience in law enforcement or security work

Graduation from a high school or equivalent (GED)

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of traffic and parking regulations and of emergency reporting procedures

Familiar with emergency plans

Ability to enforce security rules and regulations to react quickly and calmly in emergency situations, and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SEPTIC TANK INSPECTOR**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs and involves planning, coordinating, overseeing, or conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and county policies; May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Oversees various inspections and the enforcement of laws and regulations
- Oversees and conducts inspections for compliance with Texas codes, standards, and laws
- Researches and identifies the causes of violations
- Oversees the investigation of complaints
- Oversees the preparation of reports
- Oversees or conducts licensing examinations
- Makes recommendations on violations noted during inspections and conducts follow-up inspections
- Identifies and selects recipients of evaluations
- Establishes the priorities and methods of securing evidence
- Evaluates programs and procedures to improve operations
- Ensures the collection of inspection fees according to departmental procedures
- Testifies at hearings or before courts of jurisdiction
- Performs related work as assigned

EXPERIENCE AND EDUCATION

Four (4) years experience in inspection work

Associates Degree in health or related field

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification for a specific program area

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection, law enforcement, and quality control

Knowledge of the basic rules of evidence and business practices in regulated occupations

Skill in conducting inspections, determining proper courses of action, and in using instruments or tools necessary to perform inspections

Ability to prepare reports, interprets laws and regulations, and to plan, assign, and/or supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment

- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SOCIAL WORKER**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The social worker position in the Public Defender's Office, works as part of a defense team to develop plans geared to the specific needs of the client and to make appropriate recommendations to the public defender regarding client issues such as mental health, developmental disabilities, substance abuse issues, or other personal or family issues. The social worker will provide forensic social work, including mitigation, for both adult and juvenile clients in the indigent defense environment. The social worker will assist with child welfare and juvenile clients.

EXAMPLES OF WORK PERFORMED

Meet with clients before and after adjudications to address any issues that the client may have related to their case

Provide Counseling services and assist the client in identifying available resources to address needs with social, behavioral, and alcohol or drug abuse related matters

Perform complex and sensitive professional level casework for juveniles and adults in the public defender justice system

Provide information to public defenders regarding client issues pertinent to their case.

Utilize available resource(s) and assist clients in determining eligibility for programs and services

Writes informational reports, and compiles information in accordance with professional standards and policies

EXPERIENCE AND EDUCATION

Graduation from a US accredited College or University with a Master's Degree in Social Work

Two (2) years of experience providing clinical and therapeutic social work services through the application of the principles, methods, and procedures of professional social work to clients requiring rehabilitative counseling.

CERTIFICATES, LICENSES AND REGISTRATION

Must be able to be insured by the County's insurance carrier

Licensed under the Regulation of Social Work Practitioners Act of the State of Texas and will be required to maintain during employment

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of principles, methods and techniques of social services, including case management, assessment, coordination/referrals, research, mediation, report writing, and oral communications

Knowledge of the use of mitigation in criminal justice cases

Knowledge of protocols and methodology for assessment, evaluation and documenting physical, psychological, and mental development

Skill in handling confidential information

Skills in identifying potential ethical issues and seeking advice/counsel when ethical issues arise or require clarification

Skill in preparing detailed narrative reports, correspondence and other written materials

Ability to testify effectively at trial, sentencing or other hearings

Ability to communicate effectively and professionally, in person and in writing

Ability to work calmly and respond courteously when in stressful situations

Skill in working with a variety of individuals from diverse backgrounds

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **SOCIAL WORKER**
Grade: 11

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Provides social work services to clients and families to include case management, psychosocial and/or resource needs assessments. Utilizes community resources to assist clients and their families and provides client/family education, training, and/or advocacy. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists client and/or their family in assessing their psychosocial and/or resource needs assessment and obtains maximum benefit from all available sources

Develops and implements client/family treatment plans and monitors progress. Conducts periodic and final assessments to determine progress, client barriers, follow-up needs and client outcomes as necessary

Provides direct supportive counseling and crisis intervention to individuals and/or their families to increase their ability to overcome and prevent crisis

Promotes progress and assists clients toward self-sufficiency, health and well being

Provides short or long-term case management and service coordination to ensure maximum self-sufficiency and non-institutional living

Utilizes community resources to assist client in learning to live as a self-sufficient member of the community, including, but not limited to medical resources, local, state and federal agencies, community-based agencies and other resources

Participates in community collaboration for resource development and elimination of duplication of services

Provides client/family education, training and advocacy related to their current situation

Maintains current knowledge about resource availability, service costs, and budgetary parameters and remains fiscally responsible in carrying out all case management functions and activities

Participates in evaluative and quality assurance activities designed to monitor the appropriateness and effectiveness of both the service delivery system in which case management operates as well as the case manager's own case management services

Ensures full professional accountability

Writes informational reports, compiles data/information in accordance with professional standards and policies

Participates in case reviews involving client/family and other service providers

Refers citizens to appropriate agency or program when needed

Interviews clients for possible referrals to other social agencies

Reviews and interprets regulations pertaining to the administered programs, if applicable

Establishes and maintains effective working relationships with clients and other social service and/or governmental agencies

Assists clients in applying for financial, medical and social assistance and other related factors contributing to the clients situation

Depending on department assigned, may provide social assistance to incarcerated or paroled defendants, assist in trial preparation, and/or provide counseling to underprivileged clients/families

Acts as a liaison between all the parties involved (which may include attorneys, health organizations, community agencies and/or other organizations)

Performs all other related duties as assigned

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

EXPERIENCE AND EDUCATION

Previous experience in social work counseling individuals in crisis/trauma situations

Graduation from an accredited college or university with a Master's degree in Social Work, Health Education, Psychology, Criminal Justice, or a related field

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two (2) years

CERTIFICATES, LICENSES AND REGISTRATION

Licensed under the Regulation of Social Work Practitioners Act of the State of Texas and will be required to maintain during employment

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Texas laws, codes, and standards related to the area of responsibility

Knowledge of the principles and methods of field inspection

Must have planning and organizational skills

Skill in conducting inspections and interviews, in determining proper courses of action, and knowledge in using techniques, guidelines and standards to perform inspections

Ability to prepare reports, interpret laws and regulations

Ability to plan, assign, and/or supervise the work of others

Bilingual (Spanish and English) with the ability to converse fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUBDIVISION INSPECTOR**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

This is a senior-level position of an individual who possesses the educational background, knowledge, and/or relevant experience as regards land use administration in a rapidly growing community. May supervise the work of others.

EXAMPLES OF WORK PERFORMED

Oversees and conducts on-site inspections to enforce the proper setbacks, floor elevations, the amount of dwelling structures allowed on a site and verify if applicable or residential utility connections, etc. and if any subdivision development is being established without the County's acknowledgement

Evaluate compliance with state laws and other County ordinances by visual on-site inspections and reviews of development applications

Correctly advise the public regarding development requirements and procedures, the National Flood Insurance Program, and the appeals and amendment procedures with regard to setback violations

Provides information to the public regarding utilities, easements, fences, right-of-way addresses and flood zones

Assist the public (both walk-ins and telephone) regarding the requirements of Subdivision and Permit regulations

Meets with developers and engineers on proposed plats, permits, etc.

Performs subdivision inspection of new and established developments

Secures as-builts from engineers or pursues enforcement measures to acquire same

Conducts surveys and field work such as inspecting; prepares field notes; designing of presentation maps for other departments

Works on the reproduction and record keeping of plans; may file and make copies; updates and arranges filing system

Performs other duties as may be assigned

EXPERIENCE AND EDUCATION

Bachelor's degree with course work in regional planning or a related field

Three (3) years of progressively responsible experience in land development /construction is required

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must be bilingual (English and Spanish) with the ability to read, write, and comprehend both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR I, COMMISSARY**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR I, COMMUNITY RESOURCE CENTER**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR I, TRAFFIC CONTROL**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The Property Tax Supervisor will be the first line supervisor for the collection of property tax proceeds, posting transactions to accounts, and accounts reconciliation.

EXAMPLES OF WORK PERFORMED

Supervises responses to property tax questions generated from the public at the downtown tax office in person and by phone

Supervises Property Tax staff and assigns workload on a daily basis

Assists taxpayers in securing property tax information from a variety of sources including the Tax Office, Hidalgo Appraisal District, entities and others

Conducts property tax research as a result of taxpayer inquiries

Develops and maintains property tax procedures and documentation

Coordinates with staff in other Tax Office departments in addition to other County offices

Resolves complicated property tax problems

May issue property tax statements and receipts

May supervise the issuance of tax certificates based on taxpayer request and resulting research

May supervise the collection of property tax payments and application to property tax accounts

May coordinate the processing of multiple property tax payments by electronic interface

May assist taxpayers with installment agreements to pay delinquent taxes

May coordinate maintenance of fiduciary codes on taxpayer accounts

May coordinate taxpayer accounts currently in bankruptcy

Provides training for new employees

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree or equivalent

Three to five (3-5) years experience in accounts receivable or related field plus one to three (1-3) years experience in the financial industry or a related field

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have excellent customer service skills

Must have excellent organizational skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II, ACCOUNTS PAYABLE**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II, BILLING**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II, COLLECTIONS**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II, PLANNING INSPECTOR**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR II**
Grade: 11

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, CONSTRUCTION**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, CRIME SCENE**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, FACILITIES MAINTENANCE**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III, MECHANIC**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **SUPERVISOR III, PARKS**
Grade: 13

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs routine (journey-level) supervisory maintenance work. Work involves assisting in the planning and scheduling of the installation, care, and repair of County facilities and equipment; Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assigns maintenance crews to specific jobs, and inspects work to be certain that work meets standards and safety and building regulations

Plans, schedules, and oversees maintenance and repair work, such as plumbing, masonry, welding, carpentry, painting, electrical, and grounds maintenance work

Obtains material and supplies, maintains records of materials used on jobs, and requisitions items not carried in stock

Conducts inspections of buildings, equipment, and grounds for security and needed repairs

Receives requests for maintenance and repairs, and initiates maintenance and repair work

Maintains records of materials used on jobs and in stock

Prepares progress reports

Assists in interviewing and hiring new staff

Oversees the operation and maintenance of building, grounds, and related support services

Implements preventative maintenance, equipment replacement and energy conservation programs

Inspects facilities and equipment to determine need and extent of services, equipments required, and type and number of operation and maintenance personnel needed

Assigns workers to duties such as maintenance, repair, or renovation and obtains bids for additional work from outside contractors and inspects completed work for conformance to blueprints, specifications and standards

Oversee purchases of building and maintenance supplies, machinery, equipment and furniture

Compiles records of labor and material costs for operating budget, and studies production schedules and estimates worker hour requirements for completion of job assignments, and may obtain advice from engineering consultants

Conducts quarterly maintenance inspections of each county-owned facility; provides a summary of maintenance recommendations to Departments;

Provides staff training in a variety of safety and maintenance topics

Conducts safety inspections and related training

Selects, trains, evaluates and supervises assigned staff

Supervises the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years experience in the field of maintenance and construction including supervisory experience

Graduation from a high school or equivalent (GED)

Associate Degree or Vocational training related to the job (Building Trades field such as Electrician, Plumber, A/C Technician, Commercial Construction etc)

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Knowledge of building and ground maintenance techniques; of plumbing and heating systems; of sanitation practices; of electrical systems; and of fire and safety regulations and procedures

Skill in the use of tools and equipment

Ability to interpret blueprints; to organize preventative maintenance programs; and to supervise the work of 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SUPERVISOR III**
Grade: 13

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Human Resources Department

Job Title: **SURPLUS SPECIALIST I**
Grade: 07

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs advanced (senior-level) inventory work; Overseeing surplus inventory from various departments pertaining to machinery, equipment, furniture, computers, and other items; Manage inventory for compliance with established procedures; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

May manage and keep accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Oversees inventory and prepare monthly reports for Fixed Asset Division and other Departments such as Auditors and Budget Office

Conducts (periodically) physical inventory count and reconcile with inventory records

Oversees estimates of supplies and merchandise needs, and approves requests for release of surplus to various departments

Oversees and maintains a surplus inventory database which may include pictures of any inventory and record of condition

Disposes of surplus property and arranges and rotates if necessary

May prepare purchase orders

May train others

May assign and/or supervise the work of others

Ensure an efficient system of inventory management and control, and recommends improvements

Develops inventory control program guidelines and policies

May operate a forklift

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years experience in Accounting or Inventory Control

Graduation from a high school or equivalent (GED)

Associate degree in business or Accounting

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Inventory practices, methods, and procedures

Ability to transfer Inventory from one location to another, and review Inventory policy for compliance

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SYSTEM SUPPORT SPECIALIST I**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level systems support work; Work involves providing customer support for county information technology systems and operating automated office equipment in a stand-alone, network, or mainframe environment; May train others; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides customer service and answers user inquiries regarding computer software, hardware operation, and the use and interface of systems and software applications

Provides operational assistance in the implementation and utilization of data processing hardware or software

Installs, maintains, and performs minor repairs to hardware, software, or information resources equipment

Maintains records of daily data communication transactions, problems, remedial actions taken, and installation activities

Maintains necessary security controls over software

Assists in setting up equipment for employee use and performing or ensuring proper installation of cables, operating systems, or appropriate software

Assists in troubleshooting and resolving computer-related problems

May prepare, develop, and update personal computer and mainframe application programs

May train others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in systems support work

Graduation from a high school or equivalent (GED), supplemented by courses in computer science

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor (CPEA), or Certified Government Auditing Professional (CGAP)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the practices, principles, and techniques of computer operations, of information systems, of computer software and hardware, and of information security policies and procedures

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, to communicate effectively, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SYSTEM SUPPORT SPECIALIST II**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level systems support work; Work involves providing customer support for county information technology systems and operating automated office equipment in a stand-alone, network, or mainframe environment; May train others; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides customer service and answers user inquiries regarding computer software, hardware operation, and the use and interface of systems and software applications

Provides operational assistance in the implementation and utilization of data processing hardware or software

Installs, maintains, and performs minor repairs to hardware, software, or information resources equipment

Maintains records of daily data communication transactions, problems, remedial actions taken, and installation activities

Maintains necessary security controls over software

Assists in setting up equipment for employee use and performing or ensuring proper installation of cables, operating systems, or appropriate software

Assists in troubleshooting and resolving computer-related problems

May prepare, develop, and update personal computer and mainframe application programs

May train others

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in systems support work

Graduation from a high school or equivalent (GED), supplemented by courses in computer science

Experience and education may be substituted for one another

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA), Certified Professional Environmental Auditor (CPEA), or Certified Government Auditing Professional (CGAP)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the practices, principles, and techniques of computer operations, of information systems, of computer software and hardware, and of information security policies and procedures

Skill in the use and support of personal computers, in the use of applicable programs and systems, and in troubleshooting information systems

Ability to operate information technology systems, to communicate effectively, 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SYSTEMS ENGINEER**
Grade: 10

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TB OUTREACH SPECIALIST**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs TB outreach work including home visits for TB skin testing, directly observed therapy and TB education. Performs data entry, venipuncture, fingersticks, hematocrits, and PPD skin tests. Assesses vital signs, (BP, Wt, Ht, Temp) and urinalysis. Measures visual acuity and ishihara screening, prepares lab specimens for mailing. Performs pregnancy tests, separates plasma from whole blood. Screens calls for nurses.

EXAMPLES OF WORK PERFORMED

Outreach work for the Pulmonary Clinic: does home visits, TB Skin testing, delivers DOT/DOPT to patients

Working in patient homes and in Health department

Performs lab and clinical procedures per Health department protocol including blood specimen accessions vital signs, urinalysis, visual acuity & ishahara screening, pregnancy tests

Separates plasma from whole blood, applies and interprets TB skin tests, diabetes screening, prepares blood and sputum specimens for mailing, and does computer data entry on all the above

Screens phone calls for nurses and assists X-Ray tech as needed

Prepares reports as assigned by supervisor

Maintains refrigerator temperature log

Knowledge of medical terminology

May be required to work other than normal or scheduled hours including weekends and holidays

Other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Certified/Registered Medical Assistant in Texas

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

IMMUNIZATION/TB SCREENING REQUIREMENTS

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have the ability to read, write and comprehend English language; Spanish speaking preferred

Knowledge of HIV/AIDS and communicable disease preferred

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TB PROGRAM MANAGER III**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Functions as a program specialist for the TB Control & Elimination Program in the Health Department under the direction of the DON, Chief Physician and TB Physician; Is responsible for analyzing, developing, implementing, educating, and coordinating TB Program Services in the County (which include identified high risk groups such as County Jail, Shelters, Nursing Homes, etc.); Performs functions as per department policies and DSHS TB standards; Supervises the TB RN Supervisor; Assists other duties as assigned by DON and Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Assures compliance of DSHS TB Program Performance measures

Assists the TB RN Supervisor in coordinating the overall operational facets of the Pulmonary Clinic

Coordinates infection control measures policies and procedures to health care facilities (i.e., hospitals, nursing homes etc.) as per DSHS/CDC standards

Coordinates and Implements targeted TB screening activities to identified high risk populations (i.e. detention centers, shelters)

Coordinates surveillance activities with local health care providers

Coordinates with department Epidemiologist the collecting and analyzing of TB surveillance data

Coordinates and implements TB Training Programs for department personnel and professional groups (i.e., county/state & health facilities)

Develops & conducts TB educational activities to community groups (i.e., schools, universities, churches & workforces)

Implements and participates in TB Program QA functions (i.e, monthly TB program reviews, TB client record audits and TB personnel evaluations)

Assists DON with the yearly TB Program Grant renewal applications

Completes and submits, with the DON's approval, the semi-annual and annual TB report as per DSHS requirement

Assists and/or participates in other assigned activities by the DON and/or the Chief Administrative Officer

EXPERIENCE AND EDUCATION

Currently licensed in the State of Texas as a Registered Nurse

Formal education and training as a Registered Nurse

Five (5) years of full-time experience as a practicing RN

One (1) year Public Health Nursing job experience, specifically with TB Program; BSN may be substituted for two (2) years of the required experience

CERTIFICATES, LICENSES AND REGISTRATION

Licensed to practice as an RN in Texas

Current CPR certification

Certifications for Pedi Assessments, and HIV counselor is a plus

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of professional nursing theory, nursing process, nursing sciences and clinical skills

Knowledge of public health sciences and health care management skills

Skilled in assessment of clients with complex health problems

Ability to function independently; utilize supervisor and consultant resources; communicate effectively orally and in writing; use supervisory and management skills; incorporate principles of teaching, planning and evaluation in case management

Maybe be required to work other than normal or scheduled hours including weekends and holidays

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Able to provide services to other assigned clinics as needed

Willingness to work unusual hours as needed

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TB RECORDS MANAGER**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide clerical and medical transcription support to Health Department division and/or clinics. Monitor reporting forms and assist with high risk screening activities. Prepare and send information electronically to the DSHS and CDC. Assist the Division Manager as needed.

EXAMPLES OF WORK PERFORMED

Maintains all medical records in compliance with state laws and Health Department policies and procedures

Monitors medical information reported to the DSHS as required by grant contracts

Performs medical transcription duties for all TB clinicians

Compiles detailed computerized and manual statistical reports for the TB program

Answers multi-line phones, provides routine information and/or directs the calls appropriately

Prepares contact investigation outcome and updates reports

Compiles and/or types (using the computer) statistical reports and memos

Greets members of the general public face-to-face and provides routine information or refers to the appropriate source(s)

Assists with maintaining inventories supplies and orders as appropriate

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Associate's degree or equivalent and two (2) years of medical records experience and familiarity with medical terminology

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Effective communication skills for working with the public

Data entry skills, basic math, record keeping, filing, and experience receiving cash and making change

High level of computer knowledge and spreadsheets essential

Ability to handle multiple tasks at once

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, patients, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations

- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TB REGISTERED NURSE**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works under the supervision of the RN TB Clinic Supervisor and the TB Physician. Functions as a tuberculosis clinic nurse. Responsible for monitoring all facets of TB Case Nursing Management (compliance of treatment, contract investigation etc.) and those on treatment for latent TB infection. Assists with TB orientation and training of new personnel.

EXAMPLES OF WORK PERFORMED

Monitors assigned TB Cases for DOT/DOPT compliance Toxicity, TB contact investigations, and follow-up per standing protocols

Monitors tuberculosis activities in jails and other correctional facilities

Monitors and when necessary, develops ways of preparing and collecting data required by DSHS special population program

Assists special population TB LVN with completion of reports

Assures reports are submitted in a timely manner

Assists in identifying TB Program needs to plan effective strategies and implement change

Understands and interprets public health laws and regulations as they pertain to tuberculosis control activities

Assists in orienting and evaluating staff performance based on TB Program objectives as needed

Participates in TB Q&A

Assists with monitoring of infection control in the Pulmonary clinic

Follows protocols on lab collection (blood and sputum) and reports abnormal labs to TB M.D., and makes appropriate referrals

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Minimum of three (3) years of experience in nursing work

Previous experience in the treatment and monitoring of tuberculosis

Graduation from an accredited four (4) year college or university with major course work in nursing or from an accredited nursing program

CERTIFICATES, LICENSES AND REGISTRATION

Must be registered as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of nursing techniques and procedures, health care laws and regulations, medical diagnoses and procedures, accepted medical treatment patterns, community health and nursing care principles, practices, and procedures, program regulations and procedures, and utilization review and control measures

Ability to provide patient care, prepares and maintains records, and explains public health law

Ability to organize, coordinates, and evaluates nursing activities and delivery of public health services

Ability to interpret policies and procedures, interpret health care regulations, recognize patterns of medical necessity treatment, and to plan, assign, and/or supervise the work of others

Must be able to follow oral and written instructions

Maybe be required to work other than normal or scheduled hours including weekends and holidays

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Bilingual (Spanish and English) with the ability to convers fluently in both languages

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICAL SPECIALIST I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Individual is tasked with the overall responsibility of one or more information technology drive projects. This position will be responsible for all facets of the assigned project.

EXAMPLES OF WORK PERFORMED

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets

Perform data analysis of required project specifications and related project data

Map out project objectives, timelines and resource projections

Create and maintain documentation of all phases of the project

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project

Knowledge of and or exercise of proper safety procedures are required

Some evening and weekend work may be required

Performs such other duties as may be assigned

Regular attendance is a must

EXPERIENCE AND EDUCATION

Bachelors Degree in Information Technology or related field

Must have at least three (3) years experience in the information technology field

Proven experience with technology project management is a must

Previous supervisory responsibilities are a must

Experience in technology procurement and other IT certifications

Knowledge of industry standard computer hardware and software

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

Requires the ability to speak to people with poise, voice control and confidence

Requires the ability to apply principles of logical or scientific thinking to define problems, Collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Requires the ability to deal with people beyond giving and receiving instructions

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICAL SPECIALIST II**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Individual is tasked with the overall responsibility of two or more information technology drive projects. This position will be responsible for all facets of the assigned project.

EXAMPLES OF WORK PERFORMED

Responsible for maintaining assigned projects within their assigned timeline and within their allocated budgets

Keep track of funding and budgetary expenditures for project

Supervise departmental staff assigned to specific project tasks

Perform data analysis of required project specifications and related project data

Map out project objectives, timelines and resource projections

Create and maintain documentation of all phases of the project

Good organizational skills are required in order to keep proper maintenance records and allocate resources to individual tasks within the project

Knowledge of and or exercise of proper safety procedures are required

Some evening and weekend work may be required

Performs such other duties as may be assigned

Regular attendance is a must

EXPERIENCE AND EDUCATION

Bachelors Degree in Information Technology or related field

Five (5) years of related experience

Proven experience with technology project management is a must

Previous supervisory responsibilities are a must

Experience in technology procurement and other IT certifications

Knowledge of industry standard computer hardware and software

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

Requires the ability to speak to people with poise, voice control and confidence

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Requires the ability to deal with people beyond giving and receiving instructions

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICIAN I**
Grade: 04

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide first level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides first level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Associate's degree

Three (3) years of related experience.

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICIAN II**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Associate's degree

Five (5) years of related experience.

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICIAN III**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide mid-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides mid-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Associate Degree in Computer related field

Two (2) years of related experience

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TECHNICIAN IV**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Provide intermediate-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides intermediate-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Associate Degree in Computer related field

Four (4) years of related experience

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **TECHNICIAN V**
Grade: 12

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Provide advanced-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides advanced-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree in Computer related field

Two (2) years of related experience

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **TECHNICIAN VI**
Grade: 14

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Provide advanced-level PC technical support for all County employees and remote sites. Coordinate the order, receipt, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software.

EXAMPLES OF WORK PERFORMED

Provides advanced-level PC technical support for all County employees and remote sites for both hardware and software

Coordinates ordering, receiving, inventory, assembly, integration, check-out, delivery and installation of personal computer related hardware and software

Monitors and manipulates computer setup options for routine computer operations

Maintains accurate computer inventory and location of all computer software and hardware including peripherals; Task includes installing and de-installing systems and maintaining accurate software licensing and information

Works with the Repository Administrator to coordinate software and hardware inventory for the County

Coordinates orders for needed computer equipment; Ensures that all equipment is ordered by purchase orders and verifies delivery dates; Ensures that equipment is delivered in good condition and contacts vendor(s) to resolve any problems (delivery, equipment, etc.) and/or coordinates delivery schedule and destination of computer hardware and software

Verifies hardware and software shipments against County purchase orders and inspects equipment upon arrival

Assembles hardware and/or software components, performs hardware/software integration to provide a stand-alone computer system, and ensures it is operating as it is designed and operates properly

Configures and installs PCs and related software and set up and configure network connections to file servers, application servers and the Internet

Coordinates deliveries and installation of equipment to user installations and performs tests to ensure the system is operating properly, de-installs equipment and provides replacement system as required

Works with vendors to resolve non-functioning equipment problems arranging for replacements and/or exchanges

Supervise and train co-workers and assistants on daily duties and during projects

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's Degree in Computer related field

Four (4) years of related experience

Good understanding and knowledge of computer systems is required with knowledge of mainframe systems, related software, business principles and procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good understanding and knowledge of computer systems is required

Ability to work independently or as part of a team, good oral and written communication skills, strong analytical and organizational skills, ability to solve problems quickly and completely and coordinate activities simultaneously

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **TEXAS VACCINES FOR CHILDREN ASSISTANT PROGRAM MANAGER**
Grade: 00

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Assists in the general management of the TVFC Program in Hidalgo County Health Department. Performs all TVFC record keeping requirements. Assists with immunization clinics. Communicates vaccine and immunization recommendations/requirements to medical professionals and the general public. Assists in the Coordination of all facets of the Texas Vaccine for Children Program. Functions under the direction of the TVFC Program Coordinator.

EXAMPLES OF WORK PERFORMED

Assist TVFC Program Coordinator in TVFC Program management activities

Conducts TVFC quality assurance activities to Public Health Clinics and Private Providers

Conducts TVFC enrollments and trainings to all enrolled private providers

Educates public health and private sector physicians and nurses on vaccine management which includes PICS, receipts, storage, packing, shipping, handling, administration, schedules, recommendations and requirements

Educates and assists the general public with TVFC schedules recommendations, and requirements

Educates and trains on Imm Trac registry

Assists with other TVFC population based assessments

Completing tri-annually reports and other assigned TVFC reports and submits to DSHS on schedule

Manages Rabies and PPD dispensing Program

Assists with other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

One (1) to two (2) years of experience in public health, education public speaking and Texas Vaccine for children program

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good working knowledge of the Texas Vaccines for Children Program (TVFC)

Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures

Ability to communicate effectively both orally and in writing

Ability to communicate and deal with health care providers and the general public

Maybe required to work other than normal or scheduled hours including weekends and holidays

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TEXAS VACCINES FOR CHILDREN EDUCATOR**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

The educator will educate providers in appropriate vaccine management, effective use of registries, standards of immunization practices, updates of new vaccines, use of effective office systems, and effective use of reminder recall system. The educator will educate the public about the importance of maintaining children and adults current on their immunizations status as per TBVFC guidelines; and, on the importance of securing a medical home thru PSA's, health fairs, community gatherings, and PTA's. The educator will develop formal and informal relationships with community based organizations such as Head Start centers, community coalitions (ie promotora & family), schools, city chambers; and local businesses (ie HEB's, Walmarts, McDonalds) to promote immunizations and strategies that are consistent with higher vaccine coverage levels.

EXAMPLES OF WORK PERFORMED

Assist in organizing a TVFC Provider Coalition to network, explore and develop systems that work in improving immunization rates

Organize and conduct TVFC trainings to TVFC providers at least tri-annually

Organize and conduct TVFC trainings to staff or WIC centers, daycares, registered homes and schools at least tri-annually

Develop and implement PSA's, in English and Spanish, to present in T, radio, and newspaper at least quarterly

Participate in health fairs, PTA's and other community gatherings, to promote the importance of maintaining children and adults current on their immunizations and to promote the importance of securing a medical home

Collaborate with community agencies/businesses (ie schools, daycares, churches, Walmarts, HEB's McDonalds) to promote immunizations by posting flyers and disseminating pamphlets)

Collaborate with the promotoras to assist in disseminating flyers and pamphlets promoting the importance of immunizations and importance of securing a medical home and pamphlets, in colonias

EXPERIENCE AND EDUCATION

Associates/Bachelors Degree

Teachers certificate or Licensed Nurse and experience in public health, education public speaking and Texas Vaccine for children program

Graduation from a high school or equivalent (GED)

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the Immunization Program and the Texas Vaccines for Children Program (TVFC)

Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures

Ability to demonstrate computer skills (i.e. Power Point, Microsoft Word, and Microsoft Excel) and internet research skills

Ability to demonstrate presentational speaking skills in English and Spanish; plan, organize and prepare immunization program educational presentations

Ability to communicate effectively both orally and in writing in English and Spanish

Ability to work other than normal or scheduled hours including weekends and holidays as assigned

Ability to travel within the county to provide education technical assistance and occasional statewide/out of state travel for training

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **TEXAS VACCINES FOR CHILDREN PROGRAM MANAGER**
Grade: 11

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Is responsible for the general management of the TVFC Program in Hidalgo County Health Department. Performs all TVFC record keeping requirements. Assists with immunization clinics. Communicates vaccine and immunization recommendations/ requirements to medical professionals and the general public. Assists in the Coordination of all facets of the Texas Vaccine for Children Program. Functions under the direction of the TVFC Program Coordinator.

EXAMPLES OF WORK PERFORMED

Responsible for general TVFC Program management activities

Conducts TVFC quality assurance activities to Public Health Clinics and Private Providers

Conducts TVFC enrollments and trainings to all enrolled private providers

Educates public health and private sector physicians and nurses on vaccine management which includes PICS, receipts, storage, packing, shipping, handling, administration, schedules, recommendations and requirements

Educates and assists the general public with TVFC schedules recommendations, and requirements

Educates and trains on Imm Trac registry

Conducts TVFC population based assessments

Completing tri-annually reports and other assigned TVFC reports and submits to DSHS on schedule

Manages Rabies and PPD dispensing Program

Assists with other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Associates/Bachelors Degree

Licensed nurse and three (3) to five (5) years of experience in public health, education public speaking and Texas Vaccine for children program

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good working knowledge of the Texas Vaccines for Children Program (TVFC)

Considerable knowledge of and ability to interpret agency rules, regulations, policies and procedures

Ability to communicate effectively both orally and in writing

Ability to communicate and deal with health care providers and the general public

Maybe required to work other than normal or scheduled hours including weekends and holidays

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TIRE REPAIR SPECIALIST**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee will repair flat tires and shall assist mechanics, pick up supplies, and perform minor repairs on vehicle/equipment (as instructed by mechanics.) Employee shall be dispatched to all covered areas of the Precinct for repairs as needed.

EXAMPLES OF WORK PERFORMED

Will be required to repair and/or replace tires as needed

May assist with repairs and performs preventative maintenance on all Precinct vehicles/equipment

Will be required to order and stock all pertinent supplies and parts as needed for tire repairs

Must keep detailed daily log

Must keep tire inventory

Maintains shop area clean on daily basis

Regular attendance is a must

Ability to work well with other

Must be able to follow instruction from a Supervisor

If no tire work is available, you will be expected to help with other duties as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum of three (3) continuous years' experience repairing tires.

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must have basic knowledge of hand tools associated with manual labor and the minor repair of the equipment and vehicles

Ability to read and interpret documents such as safety rules, maintenance instructions and procedure manuals

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to solve simple and common sense problems and interpret simple instructions furnished in written, oral, diagram or schedule form

Ability to understand, follow and give oral and written instructions

Weekend & extended hours as needed, shall work a minimum of one weekend and/or holiday approximately every three (3) months.

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TITLE EXAMINER I**
Grade: 06

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Search public records and examine titles to determine legal condition of property title. Copy or summarize (abstracts) recorded documents which affect condition of title to property (e.g., mortgages, trust deeds, and contracts). May prepare and issue policy that guarantees legality of title. Search out titles to determine if title deed is correct.

EXAMPLES OF WORK PERFORMED

Copies or summarizes recorded documents, such as mortgages, trust deeds, and contracts, affecting title to property

Examines mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify legal description, ownership, restrictions, or conformity to requirements

Analyzes encumbrances to title, statutes and case law, and prepares report outlining encumbrances and actions required to clear title

Prepares and issues title insurance policy

Searches records to determine if delinquent taxes are due

Prepares correspondence and other records

Confers with interested parties to resolve problems and impart information

Directs activities of workers searching records and examining titles to real property

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Associate's Degree in related field

Two (2) years of related work experience

Prior title experience

Two (2) years of related experience may be substituted for one (1) year of the required education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of property title principles and the exercise of good judgment

Must be able to meet deadlines and work quickly and accurately under pressure

Prior experience working as title clerks, abstractors, and title searchers

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TITLE EXAMINER II**
Grade: 08

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Search public records and examine titles to determine legal condition of property title. Copy or summarize (abstracts) recorded documents which affect condition of title to property (e.g., mortgages, trust deeds, and contracts). May prepare and issue policy that guarantees legality of title. Search out titles to determine if title deed is correct.

EXAMPLES OF WORK PERFORMED

Copies or summarizes recorded documents, such as mortgages, trust deeds, and contracts, affecting title to property

Examines mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify legal description, ownership, restrictions, or conformity to requirements

Analyzes encumbrances to title, statutes and case law, and prepares report outlining encumbrances and actions required to clear title

Prepares and issues title insurance policy

Searches records to determine if delinquent taxes are due

Prepares correspondence and other records

Confers with interested parties to resolve problems and impart information

Directs activities of workers searching records and examining titles to real property

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Associate's Degree in related field

Bachelor's Degree

Four (4) years of related work experience

Prior title experience

Two (2) years of related experience may be substituted for one (1) year of the required education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of property title principles and the exercise of good judgment

Must be able to meet deadlines and work quickly and accurately under pressure

Prior experience working as title clerks, abstractors, and title searchers

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRAFFIC CONTROL SPECIALIST I**
Grade: 03

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRAFFIC CONTROL SPECIALIST II**
Grade: 05

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRAFFIC CONTROL SPECIALIST III**
Grade: 07

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRAVEL CARD SPECIALIST**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) coordination and oversight of the State of Texas Corporate Travel/Fuel/Credit Charge Program. Establish program process and procedures; communicating program parameters; providing on-going training programs; gathering and analyzing data for trends and reports; monitoring and auditing transactions; generating performance measure reports. Employee works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develops and coordinates the overall administration of the State of Texas Corporate Travel/ Fuel/ Credit Card Charge Program, and migrating to the procurement card (P-Card).

Establishing process and procedures for Travel/ Fuel/ Credit Card transaction including, credit limits, reviewing billing statements and invoices and maintaining the vendor contract lists

Provides initial training programs to new users and evaluates the need for ongoing training regarding updates and other necessary information to Travel Fuel Credit Card users

Gathers and analyzes card activity data for usage trends and prepares statistical reports

Monitors and audits Purchasing Card transaction, reports findings of departmental reviews and makes recommendations to card usage to ensure compliance with all purchasing rules and regulations

Conducts and completes the reconciliation of the billing statements against all purchase orders for booked travel or any other credit charge programs overseen by the Purchasing Department

Utilizes tact diplomacy when communicating general program information regarding the Travel/ Fuel/ Credit Card Program

External Contacts: Frequent contact with other government agencies, outside organizations, vendors and service providers. Communication is primarily face-to-face, via telephone, e-mails and through written correspondence

Internal Contacts: Constant contact with co-workers, other County employees and occasional Department Heads and Elected/Appointed Officials. Communication is primarily face-to-face, via telephone and through written correspondence

Job has impact on division operations and public image. Job responsibilities include occasional handling of confidential information/documents

Performs related duties as required

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Management, Finance, Accounting, Economics or related field including a minimum of two (2) years of experience in purchasing operations or banking credit card system

Experience and education may be substituted for one another using the following guidelines:

Two (2) years of experience may be substituted for one (1) year of education with a maximum of two (2) years

Three (3) years of college/university in course work described herein plus a minimum of four (4) years of experience in related or equivalent governmental work

An Associate's Degree in the course work described herein plus a minimum of six (6) years of experience in related or equivalent governmental work

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of general office procedures and local, state and federal purchasing practices and procedures

Skills in use of a typewriter, calculator, personal computer and software, or related office machine

Ability to understand the follow complex and oral and written instructions; to adhere to prescribed agency routines; and to establish and maintain effective working relationships with supervisors, associates, and the public

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRUCK DRIVER I**
Grade: 03

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (entry-level) work safely driving and operating a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads. The Truck Driver I works under close supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Drives truck with a capacity of more than 3 tons to transport and deliver cargo, materials, and other items to a jobsite

Maintains truck log according to state and federal regulations

Position blocks and ties rope around items to secure cargo for transport

Cleans, inspects and services vehicle

Operates equipment on vehicle to load, unload or disperse cargo or materials

Assists in loading and unloading truck manually

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of one (1) year of experience in commercial driving or related field

Graduation from a high school or equivalent (GED) required

CERTIFICATES, LICENSES AND REGISTRATION

Must have a valid current Texas motor vehicle operator's license; Texas Commercial Driver's License (CDL) required; CDL may require specialized endorsements depending on area of assignment

Must be able to be insured by the County's insurance carrier

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment operation and maintenance skilled in using specialized heavy equipment in the prescribed manner

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Sufficient skills to operate equipment effectively and safely

Ability to perform strenuous work in the outdoors

Ability to understand and follow oral and written instructions

Ability to read and comprehend simple instructions, short correspondence and memos

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to perform basic math and apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Ability to perform multiple tasks simultaneously

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to communicate effectively

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRUCK DRIVER II**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs basic (journey-level) work safely driving and operating a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads. The Truck Driver II works under close supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs pre-trip inspections including but not limited to checking oil, water, fuel, tires, hydraulic system, hand tools, etc.

Submits daily activity report, haul tickets, and purchase receipts

Must work outdoors in all weathers

Operates dump trucks to haul asphalt, dirt, trash, rocks, salt, sand, water and/or other designated materials to a jobsite

Performs street paving duties, including spreading and compacting hot mix asphalt and road base

Maintains dirt roads by watering for blade operator and may run blade if needed

Maintains truck log according to state and federal regulations

Position blocks and ties rope around items to secure cargo for transport

Cleans, inspects, and services vehicle

Operates equipment on vehicle to load, unload, or disperse cargo or materials

Assists in loading and unloading truck manually

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of three (3) years of experience in commercial driving or related field

Graduation from a high school or equivalent (GED) required

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas's motor vehicle operator's license; Texas Commercial Driver's License (CDL) required; CDL may require specialized endorsements depending on area of assignment

Must be able to be insured by the County's insurance carrier

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Sufficient skills to operate equipment effectively and safely

Ability to perform strenuous work in the outdoors

Ability to understand and follow oral and written instructions

Ability to read and comprehend simple instructions, short correspondence, and memos

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to perform basic math and apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Ability to perform multiple tasks simultaneously

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to communicate effectively

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **TRUCK DRIVER III**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs advance (senior-level) work safely driving and operating a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads. The Truck Driver III may train other employees. The Truck Driver III works under general supervision with some latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Drives tractor, tractor-trailer combination, truck and trailer applying knowledge of commercial driving regulations, to transport and deliver equipment or materials to jobsites throughout Hidalgo County

Assists in the weekly checks of all trucks and trailers

Will operate all of the department's trucks and civil construction equipment and tools at a proficient level

May operate steel wheel rollers, rubber tire rollers, crack sealing machine, loaders, water trucks and similar equipment

Provides minor equipment maintenance such as greasing suspension, checking hydraulic/brake fluid, oil, water, transmission and air pressure levels and cleans vehicles

Submits daily activity report, haul tickets, and purchase receipts

Must work outdoors in all weathers

Operates dump trucks to haul asphalt, dirt, trash, rocks, salt, sand, water and/or other designated materials to a jobsite

Performs street paving duties, including spreading and compacting hot mix asphalt and road base

Maintains dirt roads by watering for blade operator and may run blade if needed

Maintains truck log according to state and federal regulations

Position blocks and ties rope around items to secure cargo for transport

Cleans, inspects and services vehicle

Operates equipment on vehicle to load, unload, or disperse cargo or materials

Assists in loading and unloading truck manually

May be responsible for some lead responsibilities as assigned

Performs related work as assigned

EXPERIENCE AND EDUCATION

Minimum of five (5) years of experience in commercial driving or related field

Graduation from a high school or equivalent (GED) required

CERTIFICATES, LICENSES AND REGISTRATION

Must have a valid current Texas motor vehicle operator's license; Texas Commercial Driver's License (CDL) required; CDL may require specialized endorsements depending on area of assignment

Must be able to be insured by the County's insurance carrier

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Sufficient skills to operate equipment effectively and safely

Ability to perform strenuous work in the outdoors

Ability to understand and follow oral and written instructions

Ability to read and comprehend simple instructions, short correspondence and memos

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to perform basic math and apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Ability to communicate effectively

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **UCP COORDINATOR I**
Grade: 10

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs routine (entry-level) technical assistance in grant management work. Work consist of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting.

EXAMPLES OF WORK PERFORMED

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Assists in preparing monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Two (2) years of experience in direct administration of grant funds or work in the municipal or County environment

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Political Science, Business Administration or related field; other degree majors may be considered

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **UCP COORDINATOR II**
Grade: 12

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Performs complex (journey-level) technical assistance in grant management work. Work consist of reviewing and documenting all phases of various community programs offered through Hidalgo County's Urban County department including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting. May supervise the work of others.

EXAMPLES OF WORK PERFORMED

Responsible for program implementation of various federal and state grant programs offered through the county's Urban County department

Responsible for preparing and reviewing applications for grant funding of various community programs

Prepare and recommend approval of project eligibility, environmental review, and citizen participation documents

Assists in the preparation of public notices and conducting public meetings

Analyze data for planning and publication

Coordinate funding deadlines with municipalities, citizen groups, and/or other community organizations

Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process request

Prepares monthly, quarterly, and annual activity reports

Provides technical assistance and support regarding program rules and regulations to other local departments

May train and/or supervise other department employees

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) to five (5) years of experience in direct administration of grant funds or work in the municipal or County environment

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Political Science, Business Administration or related field; other degree majors may be considered

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience in interpreting federal, state, and local rules and regulations

Knowledge of grant management

Knowledge and skill in the use of required computer software and other county computer systems

Excellent verbal and written communication skills

Proficient knowledge of professional letter writing

Knowledge of MS Word, Excel and 10-key calculator

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Human Resources Department

Job Title: **VETERANS SERVICES OFFICER**
Grade: 17

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Veterans Service Officer is responsible for the management, preparation and implementations of Department's budget and County's rules and regulations. Oversees all business operations conducted by Hidalgo County Veterans Service Office to include all reporting and presentation before Commissioner's Court.

EXAMPLES OF WORK PERFORMED

Veterans Officer provides veterans service and professional claims representation

Assists widows and dependants with claims before the Department of Veterans Affairs and all other public and private agencies devoted to the cause of improving and advancing "Quality of Life" issues and interests of all veterans, widow and dependants

Stimulates a feeling of mutual devotion and comradeship among veterans, widows and dependents

Assists the physical, mental, social and economic rehabilitation of veterans and widows

Assists dependents to obtain fair and just compensation, adequate medical care and gainful employment

EXPERIENCE AND EDUCATION

Associate Degree or its equivalent plus five (5) years of managerial and supervisory experience in government programs; or

Any equivalent combinations of related experience and training which provides the required knowledge, skills, and abilities to be familiar with CFR 38 and its Federal Regulations governing Veterans Entitlements

Bilingual (Spanish/English) with the ability to converse fluently in both languages

CERTIFICATES, LICENSES AND REGISTRATION

Veterans Service Officer will obtain annual training and keep a State of Texas Certification as a Veterans Service Officer through the Texas Veterans Commission to include knowledge of the CFR 38 and its changes through the Texas Veteran's Commission

Must have a current valid Texas motor vehicle operator's license

Must have proof of current liability insurance

KNOWLEDGE, SKILLS AND ABILITIES

May be assigned other duties in addition to those listed

Duties may change according to the changing needs of the County, however those duties must be directly associated with service to the Hidalgo County Veterans Community and its dependents

The individual must possess satisfactory writing, reading and development skills

The employee must have satisfactory interviewing techniques and be able to think in theory and develop a statement on behalf of the client

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **VOTER REGISTRATION SPECIALIST I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Perform entry level duties to assist in the processing voter registration applications and forms. Will work with the public to answer questions and assist with public requests. Work is performed under the immediate supervision and direction of the Elections Administrator and Voter Registrar Manager.

EXAMPLES OF WORK PERFORMED

Maintain accurate and up to date voter registration data and files

Assist public either by telephone or in person, with voter registration application information and elections information as needed

Provide public assistance in responding to telephone calls

Assist public with request information and questions

Perform manual filing and scanning of voter applications and forms

Assist Voter Registration Specialists II & III in interpreting and reading city and county map boundaries for proper precinct locations

Assist Election Manager and Election Specialist with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary

Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies

During elections, must be available to work extended hours and/or weekends when necessary

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum (1) one year experience in computer and data entry skills experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read, interpret and accept documents such as public requests

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **VOTER REGISTRATION SPECIALIST II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Perform duties to assist in the processing voter registration applications and forms. Will work with the public to answer questions and assist with public requests. Will work closely with the Elections Project Coordinator and Voter Registrar Manager to correct data entered. Work is performed under the immediate supervision and direction of the Elections Administrator, Voter Registrar Manager and Elections Project Coordinator.

EXAMPLES OF WORK PERFORMED

Interpret and read city and county map boundaries for proper precinct locations

Perform street indexing on incorrect data entry such as addresses and precincts

Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process

Assist Elections Manger with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary

Be knowledgeable of election laws and policies

Assist with presentations and projects as assigned by the Elections Administrator and/or Voter Registrar Manager

Maintain accurate and up to date voter registration data and files

Assist public with request information and questions

Perform manual filing and scanning of voter applications and forms

Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies

Able to read maps and boundaries and acquire knowledge of county jurisdictional lines such as county, commissioner, Justice of the Peace, city and school districts, etc

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Minimum (2) two year experience in computer and data entry skills experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read, interpret and accept documents such as public requests

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **VOTER REGISTRATION SPECIALIST III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Perform advance (senior-level) duties processing voter registration applications and elections. Assist the supervisor in the daily operation of the department and the oversight of the work production, quantity and quality of work completed. May train employees on Voter Registration System. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists in supervising Voter Registration staff as required

Provides training of staff members on Voter Registration system

May plan and assign daily workload as required

Coordinates the preparation of reports and activity for specific jobs with Information Technology (IT)

Assists in identifying strengths and weaknesses, providing development and motivation, and making recommendations for replacements when necessary

Assists in the certification and verification of candidate and local option petitions

Trains volunteer deputy registrars and updates database

Executes, verifies and runs reports for voter registration orders for all elections

Provides telephone support for early voting clerks during early voting and election officials on Election Day

Monitors Title 15 (Election Code) reports for candidates and officeholders as prescribed by the Texas Ethics Commission

Communicates with political subdivisions regarding election schedules and activity

May provide daily or frequent reports to managers and supervisors

Coordinates with other departments to expedite work and improve processes

Performs quality checks of work performed by department staff and makes corrections as necessary

Maintains and oversees the in-house printing of Voter Registration Certificates

Answers questions and assists GIS Analyst in processing and updating streets

Downloads data from SOS (send and receive) files for all types of reports and voter registration database (all Hidalgo County voters) for early voting and Election Day lists and mainframe updates

Establishes and enforces procedures designed to expedite and improve processes

Participates in personnel matters including disciplinary actions and resolution of departmental disputes

Checks election records from election officials for accuracy and completeness

Checks provisional document to determine if voter is registered and forwards to Early Voting Ballot Board

Researches errors on the Secretary of State Rejection list

Assists in supply pickup and training election officials

Organize and maintain an accurate file system on computer regarding mail in ballot requests for voters; Verify voter eligibility, process requests to vote by mail, and mail ballots

Process both incoming and outgoing mail requests for ballots

Process voter registration applications to determine voter eligibility

Interpret and read city and county map boundaries for proper precinct locations for voters

Performs other related duties as assigned

EXPERIENCE AND EDUCATION

Three (3) years related experience required

Graduation from an accredited college or university with an Associate's in public administration, or related field

Two (2) years of experience may substitute for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Skill in identifying and resolving problems or situations requiring the understanding of polling principles and the exercise of good judgment

Must be able to meet deadlines and work quickly and accurately under pressure

Knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures

Bilingual (Spanish and English) with the ability to converse fluently in both languages

Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees 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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WELDER I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direct supervision of the General Foreman and Assistant Projects Manager, individual will perform a majority of the welding and fabrication tasks.

EXAMPLES OF WORK PERFORMED

Weld fabricates and assembles parts and equipment for hidalgo county automotive, heavy equipment and minor structures

Modify and repair body and parts

Weld, braise, solder and cut steel, stainless and aluminum metal by torch and large portable welder

Maintain and repair shop equipment

May be required to work at different job sites throughout the hidalgo county jurisdiction

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Must be able to read and write in English

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess knowledge of methods, materials, equipment and tools used in all types welding

Operate internal combustion engine and hydraulic equipment

Work independently in the absence of a supervisor

Understand and follow oral or written directions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WELDER II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direct supervision of the General Foreman and Assistant Projects Manager, individual will perform a majority of the welding and fabrication tasks.

EXAMPLES OF WORK PERFORMED

Weld fabricates and assembles parts and equipment for hidalgo county automotive, heavy equipment and minor structures

Modify and repair body and parts

Weld, braise, solder and cut steel, stainless and aluminum metal by torch and large portable welder

Maintain and repair shop equipment

May be required to work at different job sites throughout the hidalgo county jurisdiction

Read, interpret and work from plans, drawings and specifications

Capable of estimating time and material needs, determine when repair is not economically practical, and perform routine arithmetic computations

Ability to read and interpret instructions, diagrams, sketches, blueprints, and manufacturers manuals

Receive general supervision from assigned supervisor

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Must be able to read and write in English

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess knowledge of methods, materials, equipment and tools used in all types welding

Operate internal combustion engine and hydraulic equipment

Work independently in the absence of a supervisor

Understand and follow oral or written directions

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WELDER III**
Grade: 09

Job description under development. If you have any questions please contact the
Department of Human Resources at (956) 318-2660.



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC AREA COORDINATOR I**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs entry-level work in assisting to supervise the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

EXAMPLES OF WORK PERFORMED

Assesses employee job performance and participates in the evaluations process

Assists in coordinating area activities for quality assurance and training breast feeding and nutrition education and outreach

Advises Community Health Promotion Division on WIC operations

Provides WIC information to health care providers and health maintenance organizations

Assists with the development and implementation of policies and procedures that guide and support WIC services

Assists in promoting WIC services throughout Hidalgo County

Acts as liaison to other health professional and community agencies

Performs all other related duties involved in the operation of the WIC program as assigned or required

Performs related work as assigned

EXPERIENCE AND EDUCATION

Two (2) years experience in the field of nutrition or related

Graduation from an accredited four (4) year college or university with a Bachelors Degree in Health Sciences, Public Health, or Business

Masters Degree

Registered License Dietician

Minimum of (1) one year supervisory experience

Two (2) years of experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Registered Licensed Dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good verbal and written communication and presentation skills

Knowledge of Public Health issues

Spreadsheet and/or word processing software experience

Supervisory experience

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others

- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC AREA COORDINATOR II**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately advance (journey-level) administrative and supervisory duties. Work involves assisting management in the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

EXAMPLES OF WORK PERFORMED

Interviews, selects, and counsels employees for WIC clinics

Assesses employee job performance and participates in the evaluations process

Coordinates area activities for quality assurance and training and nutrition education and outreach programs

Performs high risk counseling in area clinics

Advises Community Health Promotion Division on WIC operations

Provides WIC information to health care providers and health maintenance organizations

Assists with the development and implementation of policies and procedures that guide and support WIC services

Promotes WIC services throughout Hidalgo County

Acts as liaison to other health professional and community agencies

Performs all other related duties involved in the operation of the WIC program as assigned or required

Performs related work as assigned

EXPERIENCE AND EDUCATION

Three (3) years of experience in public health, nutrition, or community outreach plus minimum of (1) one year supervisory experience

Graduation from an accredited four (4) year college or university with a Bachelors Degree, in addition, a Masters Degree in Health Sciences, Public Health, or Business

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Registered Licensed Dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge in Health Education Program Development, outreach activities and collaboration with agencies with a common interest in prevention

Interacts with various county departments, staff and various personnel

Knowledge of human nutrition requirements through the life cycle

Knowledge of nutrition education techniques

Ability to assess eligibility for program services

Must have experience working with spreadsheets and/or word processing software

Must have good verbal and written communication/presentation skills

Ability to train and supervise staff members

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC AREA COORDINATOR III**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level work supervising the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

EXAMPLES OF WORK PERFORMED

Interviews, selects, and counsels employees for WIC clinics

Assesses employee job performance and participates in the evaluations process

Coordinates area activities for quality assurance and training breast feeding and nutrition education and outreach

Performs high risk counseling in area clinics

Advises Community Health Promotion Division on WIC operations

Provides WIC information to health care providers and health maintenance organizations

Assists with the development and implementation of policies and procedures that guide and support WIC services

Promotes WIC services throughout Hidalgo County

Acts as liaison to other health professional and community agencies

Performs all other related duties involved in the operation of the WIC program as assigned or required

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience in the field of nutrition or related

Graduation from an accredited four (4) year college or university with a Bachelors Degree in Health Sciences, Public Health, or Business

Masters Degree

Minimum of (4) one year supervisory experience

Two (2) years of experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Registered Licensed Dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good verbal and written communication and presentation skills

Knowledge of Public Health issues

Spreadsheet and/or word processing software experience

Supervisory experience

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC CERTIFICATION SPECIALIST I**
Grade: 05

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs senior-level work supervising the daily operations of a program by providing oversight to designated clinical or administrative operations of the (WIC) program.

EXAMPLES OF WORK PERFORMED

Interviews, selects, and counsels employees for WIC clinics

Assesses employee job performance and participates in the evaluations process

Coordinates area activities for quality assurance and training breast feeding and nutrition education and outreach

Performs high risk counseling in area clinics

Advises Community Health Promotion Division on WIC operations

Provides WIC information to health care providers and health maintenance organizations

Assists with the development and implementation of policies and procedures that guide and support WIC services

Promotes WIC services throughout Hidalgo County

Acts as liaison to other health professional and community agencies

Performs all other related duties involved in the operation of the WIC program as assigned or required

Performs related work as assigned

EXPERIENCE AND EDUCATION

Five (5) years experience in the field of nutrition or related

Graduation from an accredited four (4) year college or university with a Bachelors Degree in Health Sciences, Public Health, or Business

Masters Degree

Minimum of (4) one year supervisory experience

Two (2) years of experience maybe substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Registered Licensed Dietitian

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Good verbal and written communication and presentation skills

Knowledge of Public Health issues

Spreadsheet and/or word processing software experience

Supervisory experience

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC CERTIFICATION SPECIALIST II**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Obtain information on eligibility status and benefit income from various computer systems regarding unemployment, food stamps, and aide programs among others. Information is used by department caseworkers to determine preliminary eligibility for financial assistance and is used as a tool for accurately verifying that documents presented are true and correct. Meet personally with applicants who were classified as pended during their initial screening to received and verify additional eligibility information. Lead person in processing WIC assistance applications. Contact employers, landlords, and medical professionals, among others, to verify or clarify applicant information. This position determines if documents presented are true and correct, if a client has undisclosed income or resources, and if there is sufficient information prior to forwarding applicants to the caseworkers. Decisions are performed in strict compliance with predetermined policies and standards.

EXAMPLES OF WORK PERFORMED

Independently performs assessments to determine appropriate verification(s) required

Conducts client interviews to obtain missing information

Accesses various information systems to attain data as needed

Obtains client history with social service agencies, physicians, employers, landlords, mortgage companies and utility companies

Obtains client's case file information to determine pertinent elements of previous case plan

Interprets and documents results of search and forwards information to caseworkers

Trains staff to interpret data from various complex information systems

Gathers and routes client information on eligibility, housing status, service times and dates to facilitate the preparation of management reports

Maintains confidential records on clients' personal matters and financial situation

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Associated degree in related field

Related experience in accessing systems and interpreting service data from various data systems and other aide programs

Three (3) years work related experience in eligibility determination and experience interpreting and evaluating data screens

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other county personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC CERTIFICATION SPECIALIST III**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Obtain information on eligibility status and benefit income from various computer systems regarding unemployment, food stamps, and aide programs among others. Information is used by department caseworkers to determine preliminary eligibility for financial assistance and is used as a tool for accurately verifying that documents presented are true and correct. Meet personally with applicants who were classified as pended during their initial screening to received and verify additional eligibility information. Lead person in processing WIC assistance applications. Contact employers, landlords, and medical professionals, among others, to verify or clarify applicant information. This position determines if documents presented are true and correct, if a client has undisclosed income or resources, and if there is sufficient information prior to forwarding applicants to the caseworkers. Decisions are performed in strict compliance with predetermined policies and standards.

EXAMPLES OF WORK PERFORMED

Independently performs assessments to determine appropriate verification(s) required

Conducts client interviews to obtain missing information

Accesses various information systems to attain data as needed

Obtains client history with social service agencies, physicians, employers, landlords, mortgage companies and utility companies

Obtains client's case file information to determine pertinent elements of previous case plan

Interprets and documents results of search and forwards information to caseworkers

Trains staff to interpret data from various complex information systems

Gathers and routes client information on eligibility, housing status, service times and dates to facilitate the preparation of management reports

Maintains confidential records on clients' personal matters and financial situation

Performs all other related duties as assigned

EXPERIENCE AND EDUCATION

Bachelor's degree in related field

Related experience in accessing systems and interpreting service data from various data systems and other aide programs

Six (6) years work related experience in eligibility determination and experience interpreting and evaluating data screens

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other county personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC CLINIC MANAGER**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Oversee the operation of the Health Department Clinic. Supervise technically skilled public health employees and the required available resources in achieving short and long term goals and objectives of the departmental work group.

EXAMPLES OF WORK PERFORMED

Coordinates all clinic operations to ensure quality care for individuals

Performs professional and managerial level administrative tasks to plan and achieve departmental short-term goals and objectives; troubleshoots routine and special situations and follows through to resolution

Selects, hire, and trains or ensures training of clinic staff to achieve development

Evaluates job and personnel performance of staff; makes decisions or recommendations regarding hiring, promotions, compensation actions, disciplinary actions, demotions and terminations

Reviews ongoing tasks and projects of staff at the appropriate frequency level of review; provides guidance and support to employees in the performance of their duties

May review, recommend and/or implement policy and procedures changes to department and work group to improve efficiency; Allocates resources to most effectively and efficiently meet client needs; Establishes and maintains clinical and support service referral networks

Documents and maintains required records and statistics as it pertains to departmental and work group operations

Ensures compliance with any or all applicable laws, civil service rules, statutes, and regulations; Updates staff on applicable changes; Monitors adherence to funding requirements and guidelines; Coordinates internal and external audits; Ensures compliance with medical protocols and administrative policies and procedures

Prepares and monitors federal and State grant applications

Monitors, tracks and/or controls budgeted departmental expenditures

Performs direct client assessments and clinical support activities as necessary

Coordinates participation in research studies

Serves on Department committees including teams for bioterrorism preparedness and response capacities

May assume duties of departmental manager as directed

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

EXPERIENCE AND EDUCATION

Bachelor of Science Degree in Nursing (BSN) required

Texas RN license

Three (3) years supervisory experience with One (1) year related nursing experience

Clinic management experience

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of fundamental concepts, practices and procedures of field of public health Specialty

Knowledge of disease prevention and public health practices and budget and grant administration

Supervisory skills

Organizational and customer service skills required

Must have interpersonal skills to relate well to customers and other agency personnel

Ability to communicate effectively (bi-lingual preferred), and ability to train others

May require interaction with other departmental supervisors and peers, patients, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WIC VENDOR LIAISON**
Grade: 12

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Conducts store evaluations. Visits local stores to provide technical assistance such as answering questions about food instruments, allowable foods, compliance buys, etc. Attend state agency vendor training to stay current with vendor requirements. Be informed on all vendor related activities. Maintains inventory of all food instruments and conduct food instrument audits. Implement vendor policies. Responsible to the Director.

EXAMPLES OF WORK PERFORMED

Conducts store evaluation upon request from State Office

Visits local vendors to provide technical assistance and answer questions

Acts as a liaison between state office, local vendors and participants

Receives all vendor complaints and conducts follow up to remedy situations

Will keep informed on all vendor related activities including redemptions

Maintains food instrument inventory for valid food issuances to vendors

Conducts food instrument audits and reconciliation reports to ensure proper payment to vendors

Will attend all state agency vendor training to stay current with requirements

Will provide training to vendors upon request

Performs all other administrative duties as assigned by Director

EXPERIENCE AND EDUCATION

Graduation from a high school or equivalent (GED)

Two (2) years experience in vendor relations and food delivery procedures

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively with people of various educational backgrounds

Ability to plan and develop procedures

Ability to work under pressure and time schedule

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WORKERS COMPENSATION SPECIALIST I**
Grade: 09

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs routine (journey-level) disability determination work; Work involves reviewing and evaluating claims for benefits; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Reviews disability claims to determine jurisdiction and to secure proper documentation

Reviews and evaluates injury and accident records and reports

Requests consultative examinations to develop sufficient evidence to settle claims; obtains medical or vocational review of evidence

Settles disability claims and prepares documented determinations that a disability does or does not exist

Prepares complete claimant vocational profiles

Provides technical consultations

Assists with maintaining confidential files

Assists with developing physical or mental functional level assessments

May participate in special projects related to the development of the disability determination program

Performs related work as assigned

EXPERIENCE AND EDUCATION

Associates degree

Graduation from an accredited four (4) year college or university with major course work in business or a related field

Two (2) to three (3) years experience in workers compensation and/or claims adjustments

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of applicable laws and regulations concerning disability determination, and of medical and psychological terminology

Ability to prepare determinations, to apply and explain relevant laws, to analyze documents, to prepare correspondence, and to communicate effectively

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **WORKERS COMPENSATION SPECIALIST II**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Director, Employee Benefits Division, the Worker's Compensation Specialist II position is responsible for coordinating workers' compensation filing and reporting process for all County offices and departments; receives and reviews employees' incident reports; contacts physicians and health care providers; and maintains employee workers' compensation files. This position is also responsible for the processing and administration of other related programs such as FMLA, COBRA, and Unemployment Claims.

EXAMPLES OF WORK PERFORMED

Coordinates workers' compensation filing and reporting process with all County offices and departments

Answers questions and responds to inquiries regarding Employee Benefits programs including distribution of program information relating to Workers' Compensation, Family Medical Leave Act (FMLA), COBRA insurance and light duty procedures

Receives and reviews incident reports on employees' injuries and determines return to work availability

Prepares workers' compensation documentation required by Texas Workers' Compensation Commission and ensures timely submission of all documents and materials

Coordinates with management staff of County offices and departments to assign eligible employees to light duty work within their medical restrictions

Coordinate claims with departments and with TPA Claims Adjuster on medical claims, loss time claims, and other related Worker's Comp. procedures

Establishes and maintains files on County employees who have been placed on worker's compensation or FMLA

Prepares and maintains summary reports and statistical information related to injured employees

Processes unemployment claims and coordinates with departments to insure all appropriate documents are available to properly contest claims by terminated employees

Maintain confidentiality of information discussed and/or documented within the Workers' Compensation Division

Performs other appropriate duties as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in business or a related field

Three (3) years experience in workers compensation and/or claims adjustments

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of office management and the equipment used

Knowledge of personnel management and supervision

Knowledge of Texas Worker's Compensation Program rules and regulation

Knowledge of Texas Unemployment Program rules and regulations

Knowledge of federal FMLA rules and regulations

Ability to communicate effectively orally and in writing

Skill in analyzing Unemployment claims and in coordinating required procedures with County Departments

Ability to meet deadlines and to adhere to timeframes as required by program rules and regulations

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 twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations