



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **HUMAN RESOURCES SPECIALIST I**  
Grade: 06

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly 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 employees

Reviews, processes, and recommends human resources actions, ensuring conformity with agency, state, and federal regulations

Develops, coordinates, and maintains record keeping and filing systems

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

Studies staffing needs and problems, recommending action as appropriate

Screens applicants, evaluates their qualifications, and refers those qualified to the proper hiring authorities

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

Assists in the planning, development, and implementation of human resources policies and procedures

May analyze organizational methods and evaluate jobs

May prepare and conduct new employee orientation

May train others

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from a high school or equivalent (GED)

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Experience in human resources management work

One (1) year of related 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