



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 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 other related duties as assigned

EDUCATION AND EXPERIENCE

A Master's degree in Human Resources, Public Management, Psychology, or related field

Ten (10) years of managerial and supervisory experience in government or industry, including experience in public or private personnel management

Two (2) years 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

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

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

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